



TOOL KIT #1

BOARD STRUCTURE

How to Use Tool Kit #1

This is the first of six Tool Kits in a series developed for OSEP Parent Training and Information Centers and Community Parent Resource Centers to ensure sound nonprofit governance practices. This Tool Kit addresses Board Structure.

Tool Kit #1 includes materials Parent Centers can use for Board professional development on three topics related to Board Structure: Board Recruitment, Board Orientation, and the Board Book. Each topic includes:

- a short video that you can stream anywhere you have an internet connection
- a Dialogue Guide (a series of slides with thought-provoking questions meant to prompt discussion/reflection on a topic)
- a FAQ (some of the most common questions that Boards have about the topic),
- a Resource List (great web-based and PDF handouts on the topic area)

You can use these materials selectively to meet the professional development time available and the specific needs of your own Parent Center. Here is one suggested plan for using the toolkit materials with your Board:

- Plan 40 - 45 minutes on your Board agenda;
- Show the video first (most are 15-20 minutes);
- Use the Dialogue Guide next (10-15 minutes). You can either use the Dialogue Guide as a PowerPoint for all to see and/or print hard copies. The Dialogue Guide is intended to guide a short Board discussion applying the ideas from the video to your own center;
- Next, distribute the FAQ Sheet and Resource List. (5 minutes). Both resources can be a “take home” for the Board of key points and important supplementary materials. If time permits, they can be reviewed during the Board professional development. Or, select 1-2 Resources off the list that really speak to you and provide these;
- Finally, use the Evaluation form (5 minutes).

If you would like more details, the chart that follows below briefly describes each product in the three Tool Kit #1-topic areas. Also included is a time estimate for each product and suggestions for optional materials to use during the Board professional development.

TOOL KIT #1

Product Guide

Topic area	Product	Description	Time Needed	Optional Materials Needed
BOARD RECRUITMENT	Video	<p>This video (https://youtu.be/Vo7Ew1QB4Lk) outlines reasons why recruitment is critical, characteristics of an ideal member, and how recruitment relates to the 10 Basic Responsibilities of all boards.</p> <p>The video outlines a 3-step recruitment process including assessing gaps, using local resources to recruit new members, and cultivating candidates.</p>	17 minutes	Internet connection
	Dialogue Guide	This Guide includes a series of PowerPoint slides (that follow the video content) with thought-provoking questions meant to prompt Board discussion/ reflection on the topic. “Discussions” can be written exercises, small group conversations, or large group exercises.	10 – 15+ minutes	Paper and pen; markers and white board or chart paper/easel
	FAQ	The FAQ addresses special considerations for recruiting IDEA Parent Center Boards, including composition and how to address fundraising requirements.	NA	NA
	Resource List	Links and resources to hand out or use selectively.	NA	NA
BOARD ORIENTATION	Video	This video (https://youtu.be/OGrlkOFJl4A) addresses why Board orientation is so important, formal and informal orientation structures, and important content to include in the orientation.	17 minutes	Internet connection
	Dialogue Guide	This Guide includes a series of PowerPoint slides (that follow the video content) with thought-provoking questions meant to prompt Board discussion/ reflection on the topic. “Discussions” can be written exercises, small group conversations, or large group exercises.	10 – 15+ minutes	Paper and pen; markers and white board or chart paper/easel
	FAQ	The FAQ focuses on special considerations for IDEA Parent Center Boards, including providing orientation for people with limited time and availability.	NA	NA
	Resource List	Links and resources to hand out or use selectively.	NA	NA

TOOL KIT #1

Product Guide

Topic area	Product	Description	Time Needed	Optional Materials Needed
BOARD BOOK	Video	This video (https://youtu.be/ixcMU5LQrbU) addresses how a well-organized Board Book can make it easy to succeed by letting Board members know what is expected and help them prepare for internal and external meetings. It outlines the structure and contents of the Board Book, including organizational documents, contact information, financial documents, policies, and more. The video also addresses the use of online portals for Board collaboration and information.	20 minutes	NA
	Dialogue Guide	This brief PowerPoint addresses structure and contents of the Board Book and asks participants to discuss strategies for vetting materials and avoiding paper overload.	10 - 15+ minutes	Organization’s current Board Book; paper and pen; white board or chart paper/ easel.
	FAQ	This FAQ outlines 7 recommended sections for the Board Book with content ideas and suggestions for how to maintain the book.	NA	NA
	Resource List	Links and resources to hand out or use selectively.	NA	NA
EVALUATION	Evaluation Form	Here is the Survey Monkey link for participants in all or part of Tool Kit #1: https://www.surveymonkey.com/r/ToolKit1Eval . We would appreciate the feedback. We have also provided a hard copy Evaluation Form to use with participants if you prefer.	NA	NA