



TOOL KIT #4

BOARD AND STAFF RESPONSIBILITIES

How to Use Tool Kit #4

This is the fourth 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 and Staff Responsibilities.

Tool Kit #4 includes materials Parent Centers can use for Board professional development on three topics related to Board and Staff Responsibilities: Management versus Governance, Evaluating the Executive Director, and Responsibilities of Parent Center Boards. 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 12-15 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 #4 topic areas. Also included is a time estimate for each product and suggestions for optional materials to use during the Board professional development.

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Topic area	Product	Description	Time Needed	Optional Materials Needed
MANAGEMENT VERSUS GOVERNANCE	Video	This video (https://youtu.be/BPNURW9VoT0) outlines the different ways that board and staff collaborate toward the same goals in different roles, providing examples.	15 minutes	Internet connection
	Dialogue Guide	This Guide includes a series of PowerPoint slides (that follow the video content) that reviews the roles of Board, Executive Director, and Staff, and prompts thought-provoking discussion. “Discussion” 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 Handout/exercise: “Board, Staff or Both?”
	FAQ	The FAQ outlines the difference between staff and Board roles and the risk of poor boundaries. There are several examples of how staff and Board collaborate with complementary roles.	NA	NA
	Resource List	Links and resources to hand out or use selectively.	NA	NA
EVALUATION OF THE EXECUTIVE DIRECTOR	Video	This video (https://youtu.be/GGdg1ZUJuvM) addresses the importance of Annual Executive Director Evaluation, emphasizing the importance of a job description, goals and objectives, and an evaluation tool, and includes tips for an effective process.	14 minutes	Internet connection Copies of ED job description, strategic plan, ED annual goals & benchmarks
	Dialogue Guide	This Guide includes a series of PowerPoint slides (that follow the video content) that outlines the components of Performance Evaluation and engages the Board in a discussion of its process.	10 – 15+ minutes	
	FAQ	The FAQ reviews the importance of the Executive Director Evaluation, outlines tools needed, provides examples of the evaluation process, and discusses the role of communication and feedback outside the formal process.	NA	NA
	Resource List	Links and resources to hand out or use selectively.	NA	NA

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RESPONSIBILITIES OF PARENT CENTER BOARDS	Video	This video (https://youtu.be/wGkr327uUf8) outlines the major responsibilities of Boards of Parent Centers that have OSEP PTIC or CPRC grants. These include responsibilities related to Board structure and composition, grants management, and financial management, and requirements for reporting to the Project Officer.	12 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 relating to the definition of a Parent Organization, required structure and roles, and a discussion of the strengths and challenges of these requirements.	10 – 15+ minutes	Copies of Organization’s Mission Statement, Board roster, Grant Award Notification (GAN)
	FAQ	This FAQ focuses on the definition of a Parent Organization, Board structure and composition, Board role in grants management and financial management, and requirements for reporting to the Project Officer and additional tips.	NA	NA
	Resource List	Links and resources to hand out or use selectively.	NA	NA