

The Conductor Series: All a-Board! The Purpose, People and Process of CAA Boards

February 9, 2022



CAPLAW
Community Action Program Legal Services, Inc.

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Today's Feature

People: How Do You Get the Right People on the Board?



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Schedule

2:00pm EST

- Introducing the Board Training Videos

2:05pm EST

- Video Screening

2:15pm EST

- Discussing Questions

3

CSBG Organizational Standards

Board Orientation and Training

CSBG Org. Standard 5.7

- The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.

CSBG Org. Standard 5.8

- Governing board members have been provided with training on their duties and responsibilities within the past 2 years.

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Resource Library
All of CAPLAW's resources and publications are now available in CAPLAW's new Resource Library. Use the search filters below to find the resource you need.

Featured Resources

- Federal Vaccine Mandates: Compliance Guide**
- Building Resilience: Plan, Prevent, Respond, and Protect**
- Coronavirus Updates**

Search

Topics

- Collaboration (2)
- Mergers (2)
- Shared Services (2)
- Continuity (2)
- Conflicts of Interest (2)
- Contracts (2)

Audiences

- Administrative Staff (2)
- Attorney (2)
- Board of Directors (2)
- Executive Director (2)
- Finance Director (2)
- Finance Staff (2)

Resource Types

- Tip Sheet (2)
- Toolkit (2)
- Training Module (2)
- Webinar (7)
- Manual (2)

Marketing Levels

- All (2)

Creation Year

2000 2021

<https://resources.caplaw.org/>

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Video Landing Pages

- Overview
- Stream or Download
- Discussion Guide
- 1-2 pages per video
- Summary, objectives, uses, questions

All a-Board! Series: Getting People on the Board (People)

Learn how to effectively identify and recruit engaged, active individuals to serve as CAA board members – it's all in the **P.A.P.E.** It's about the board's **Needs**, a potential board member's **Attributes**, the organization's **Mission**, and **communicating Expectations**.

Whether you're a new CAA board member eager to orient yourself to the work of community action, an existing board member looking for clarity on your role and responsibilities, or a board chair planning to facilitate a training at the next board meeting, the All a-Board! series can serve as a starting point or a refresher. As standalone resources, the videos offer frameworks and hypotheticals based on real-life board situations to help directors understand key aspects of CAA board service. They also complement CAPLAW's existing resources, highlighting important issues that board members can learn more about in our other publications.

These brief videos can be viewed by board members on their own at each board member's convenience, or as a group as part of a full board training or series of board board trainings at the beginning of each board meeting. However they're consumed, CAAs may use these videos to help meet CCA's organizational standards for lead & IL, which call upon organizations to conduct board orientations and ongoing board trainings.

Stream **Download** **View Guide**

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Our Destination

Learning Objectives

Upon arriving at your destination, you will be able to:

- Understand how strategic board recruitment boosts a board's capacity and increases impact.
- Track board composition and analyze board strengths and weaknesses.
- Identify and recruit potential board members who possess needed skills and expertise.
- Develop procedures to assess and select board member applicants for board service.

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Travel Tips

Using the Video Effectively

1. Ask board members to watch the video on their own, and at a board meeting, facilitate a discussion of individual members' reflections or responses to the questions below.
- 2. Show the video during a board meeting and facilitate a discussion of the questions below.**
3. Show the videos as part of a larger board orientation or training process and facilitate a discussion of the questions below.

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People: How Do You Get the Right People on the Board?



People:
How do you
get the right
people on
the Board?

Board Training
Video Series, Vol. 1
CAPLAW
2019

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<https://resources.caplaws.org/resources/2-people-how-do-you-get-the-right-people-on-the-board/>

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Discussion Question #1

Type your answers in the chat

What did you take away from watching this video?

- Board members play a crucial role in community action
- N.A.M.E.
- Tripartite board requirements
- Strategic board recruitment
- Mission alignment
- No surprises
- Animation is fun

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Discussion Question #2

Fill in the blank by typing your answers in the chat

What areas of expertise do you wish were represented on your board?

It would be great if we had someone on the board who really understood _____.



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Discussion Question #3

How does your CAA's board track who serves as board members?

CAPLAW Sample CAA Board Composition Matrix April 2012

Board Members	Sector	Diversity	Skill/Experience/Expertise	Access/Connections	Years on Board	Term Exp.	Committee	Office
	Public Private Low-Income	Examples: Racial, Ethnic, Disability, Age, etc.	P.E. Communications Business Disability/Displacement Other H.E. Management Fundraising Early childhood education & development Attorney	Foundations Non-Profit Health/Health Business/Corporations Politics/Government Religious Community Grassroots/Community Grassroots/Community				
1. Jane Doe	X	Hispanic	X	X	1	9/1/13	Personnel	Secretary
2.								
3.								
4.								
5.								

http://www.capl原因.org/resources/SelfAssessmentDocuments/CAPLAW_BoardComposition%20Matrix_April2012.xls



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Discussion Question #4

Polling Question

What are some ways in which your CAA could develop a pipeline of candidates for board service?

A CAA board that wants to develop a pipeline of candidates for board service should:

- a) Use a Board Governance Committee
- b) Track current board members with a board composition matrix
- c) Require applications for board service
- d) All of the above

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Discussion Question #5

Share your successes and challenges in the chat

What changes would you make to your process for engaging and recruiting potential board members?

Successes

Share some effective ways that your CAA has engaged and recruited potential board members.

Challenges

What has your CAA found challenging about engaging and recruiting new members?

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Discussion Question #6

How does your CAA's board ensure that the interests and values of board member candidates align with the organization's mission?

Remember this image.



What does your board do to engage board members in the CAA's mission?

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Discussion Question #7

Polling Question

How does your board ensure that it follows the required selection procedures for each board member?

Where are your CAA's board selection procedures found?

- a) The memory of the board chair
- b) Bylaws
- c) Board policies
- d) b and c

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All a-Board!

Train with Additional CAPLAW Resources



Training & Orientation Tool for Nonprofit CAA Boards

Governance, Training, Tripartite Board
Board of Directors, Executive Director
2021

This presentation was created in response to a need in the network for training and orientation materials that assist Community Services Block Grant (CSBG) offices, state associations, and individual Community Action Agencies (CAAs) can use to educate their own boards and staff that work with the board on the board's role and to the organization. The presentation is specifically for tripartite boards of nonprofit CAAs and acts as a guide for those training or orientating board members on the board's responsibilities.

The full presentation includes five main sections:

1. Board Introduction
2. Legal Requirements Governing Tripartite Boards
3. A Few Brief Points About How a Board of Directors Operates
4. Role of the Tripartite Board
5. Key Responsibilities of the Tripartite Board
 - Mission
 - Funding
 - Engagement
 - Generating Funds
 - Performance
 - Accountability

For more information on how to use this resource, please refer to the

<https://resources.cplaw.org/resources/training-orientation-tool-for-nonprofit-caa-tripartite-boards-2/>



Unlocking the Potential of the Tripartite Board Private Sector

By Jonathan Cohen, Esq.
March 31, 2022

The language in the federal Community Services Block Grant (CSBG) Act lays the groundwork for community action agencies (CAAs) to exercise great discretion when identifying, recruiting and selecting private sector members and groups to serve on the tripartite board.

A hallmark of Community Action, the tripartite structure of a CAA board embodies the grassroots nature upon which the movement for alleviating poverty was founded, as it requires involvement by all facets of the community – elected officials, clergy, and private sector members and groups. While the structure is required by the federal CSBG Act and at times can seem daunting, the involvement of private sector members and groups offers CAAs an opportunity to attract the knowledge, passion, and financial support they need to thrive.

Because of the flexibility in the CSBG Act, CAAs often have questions about the private sector groups from which they serve in 3 to how that person may be selected to serve. This FAQ seeks to answer these and other key questions, and to present ways in which CAAs can utilize the private sector seats to boost board capacity.

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6. Is there a specific process or procedure required for selecting and appointing private sector board members?	4
7. What is the difference between democratically selected low-income representatives from a group and representatives from a private sector group?	4
8. How does a private sector board member manage the duty of loyalty when representing an organization or interest within the community?	4

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https://www.cplaw.org/resources/faqs/Governance/CAPLAW_FAQ_TripartiteBoardPrivateSector_Mar2021.pdf



Raising the Low-Income Voice

Case Studies in Democratic Selection Procedures

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Preserving the Low-Income Voice

Case Studies in Democratic Selection Procedures

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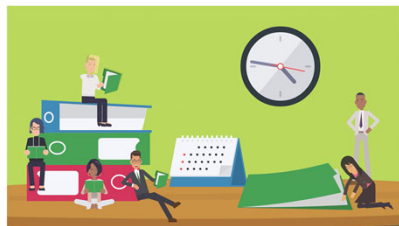
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CAPLAW (cplaw.org)

<https://resources.cplaw.org/resources/raising-the-low-income-voice-case-studies/>

<https://resources.cplaw.org/resources/preserving-the-low-income-voice-case-studies/>

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Process: The CAA Board Meeting Ecosystem – Consent Agendas and the Conservation of Time

Wednesday, February 16, 2022



Purpose: In Boards We Trust

Wednesday, February 23, 2022

Visit resources.cplaw.org/eventsandtrainings to register

Questions?

This training is part of the Community Services Block Grant (CSBG) Legal Training and Technical Assistance (T/TA) Center. It was created by Community Action Program Legal Services, Inc. (CAPLAW) in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services Cooperative Agreement - Number 90ET0482-02.

Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families.

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