

Helping Lead Community Action in Illinois:

Public Agency Advisory Boards

Top to Bottom

Structure, Conduct, Performance

“This Administration, here and now, declares war on poverty in America.”



- President Lyndon B. Johnson
State of the Union Address
January 8, 1964

Mission of Community Action

A faint, light blue background logo is centered behind the text. It depicts a stylized human figure with arms raised in a 'V' shape, suggesting a gesture of triumph, unity, or community action.

1. The reduction of poverty.
2. The revitalization of low-income communities.
3. The empowerment of low-income families and individuals to become fully self-sufficient.

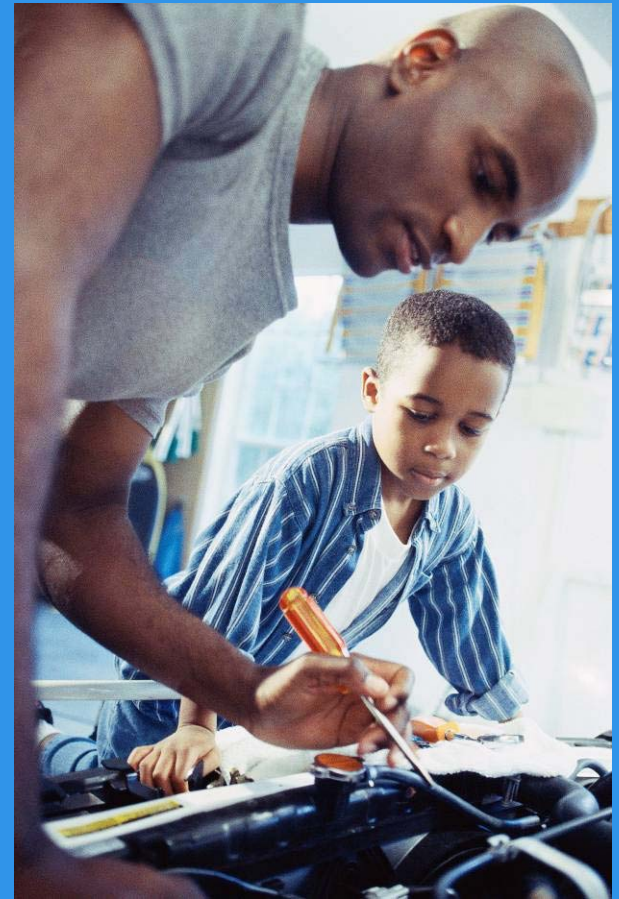


Advisory Board Structure and Agency Board Member Selection



Tripartite Board

1. Not fewer than one-third are democratically selected and
 - a) Are representative of low income individuals and families



Tripartite Board

- b) Reside in the neighborhood served and
- c) Able to participate actively in the development, planning, implementation and evaluation of programs.

Advisory Board Size/Terms

1. Minimum 15 members

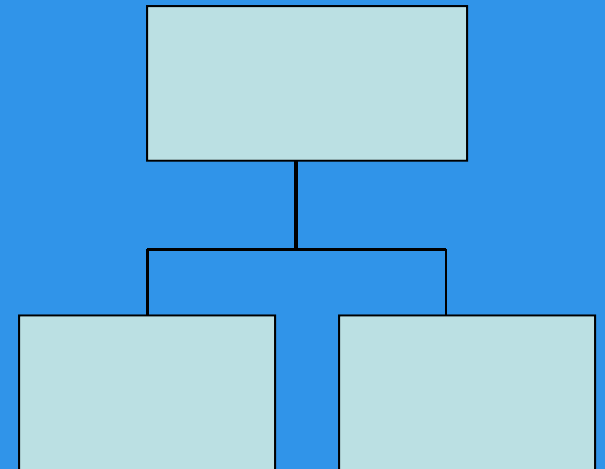
2. Terms:

- 2 years?
- 3 years?
- ?



Advisory Board Committees

- ✓ Executive Committee
- ✓ Finance Committee
- ✓ Program Committee
- ✓ Fundraising Committee




Advisory Board Leadership

- ✓ Chairman
- ✓ Vice Chairman
- ✓ Secretary



Leadership Team Duties

1. Run meetings
 2. Represent the advisory board with agency management
 3. Respond to inquiries between meetings
 4. Ensure that advisory board's work is performed
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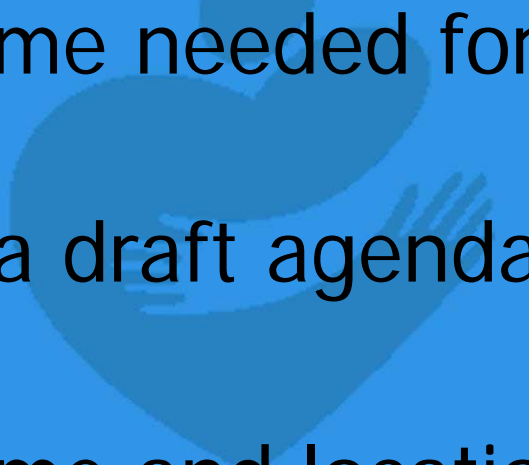
Running an Effective Meeting

Two weeks in advance, the chair:

1. Solicits agenda items
2. Reviews requested items
3. Selects items (considerations)
 - a. agency priority
 - b. at an appropriate stage of development
 - c. engage the advisory board

Running an Effective Meeting

Two weeks in advance, the chair:

- 
4. Identifies time needed for each item
 5. Formalizes a draft agenda
 6. Identifies time and location
 7. Sends out reminder notice with agenda

Running an Effective Meeting

At the meeting, the chair:

1. Begins the meeting on time
2. Reviews the agenda, time limitations and expected outcomes
3. Reviews materials provided

Running an Effective Meeting

At the meeting, the chair:

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4. Moves the meeting through the agenda
 5. Manages discussion
 6. Politely interrupts lengthy discourse
 7. Reads motions before votes are taken

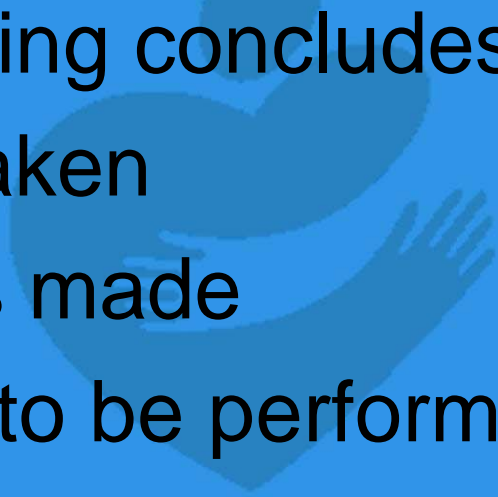
Running an Effective Meeting

At the meeting, the chair:

- 8. Queries group's desire to extend meeting length if necessary
 - 9. Seeks agreement of additional time needed
- 


Running an Effective Meeting

At the meeting, the chair:

10. As the meeting concludes, summarizes
 - a) actions taken
 - b) decisions made
 - c) activities to be performed prior to the next meeting
- 

Running an Effective Meeting

At the meeting, the chair:

- 
11. Makes any announcements necessary
 12. Reminds members of the next scheduled meeting
 13. Calls for a motion to adjourn

Your Responsibilities



Why did You Agree to Serve on the CAA Advisory Board?

1. Self satisfaction.
2. Altruism.
3. Companionship.
4. Learn more about Community Action.



Why did You Agree to Serve on the CAA Advisory Board?



5. Help lead and maintain an organization.
6. Develop professional contacts.

Why did You Agree to Serve on the CAA Advisory Board?

7. Obtain experience in leadership.
8. Commitment to the CAA mission.



**What is your reason for
being here?**



Agency Expectations

A Duty of Loyalty

Act in the interest of the agency.

Avoid conflicts of interest.

Practice confidentiality.

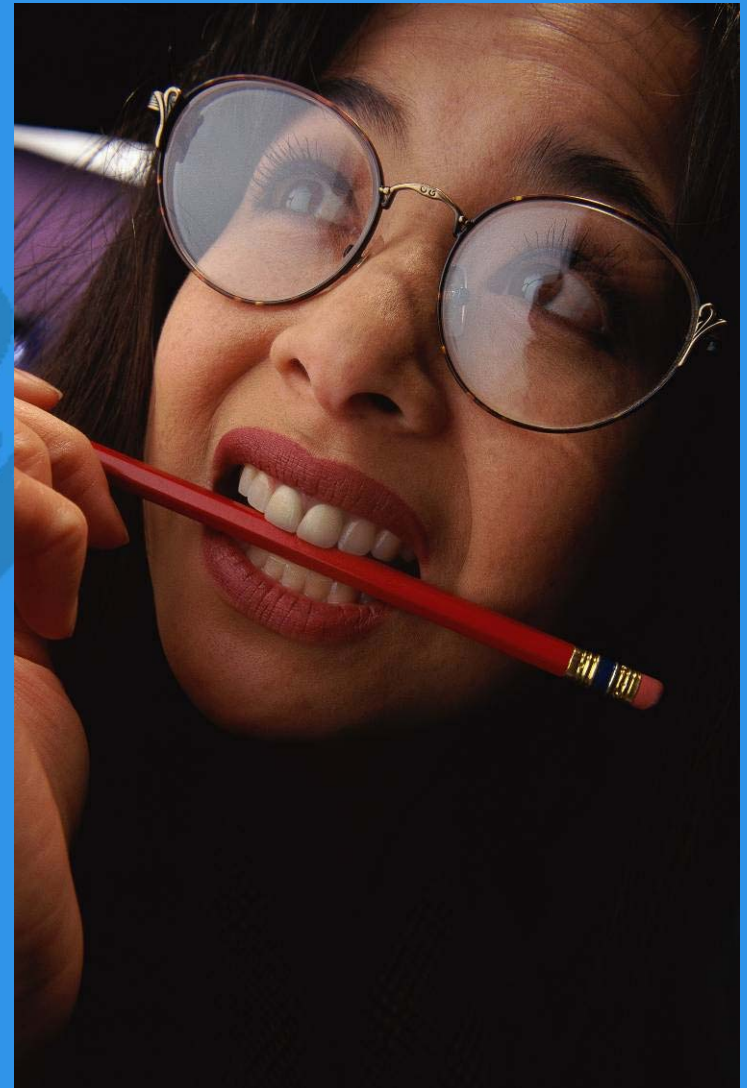


Agency Expectations

A Duty of Care

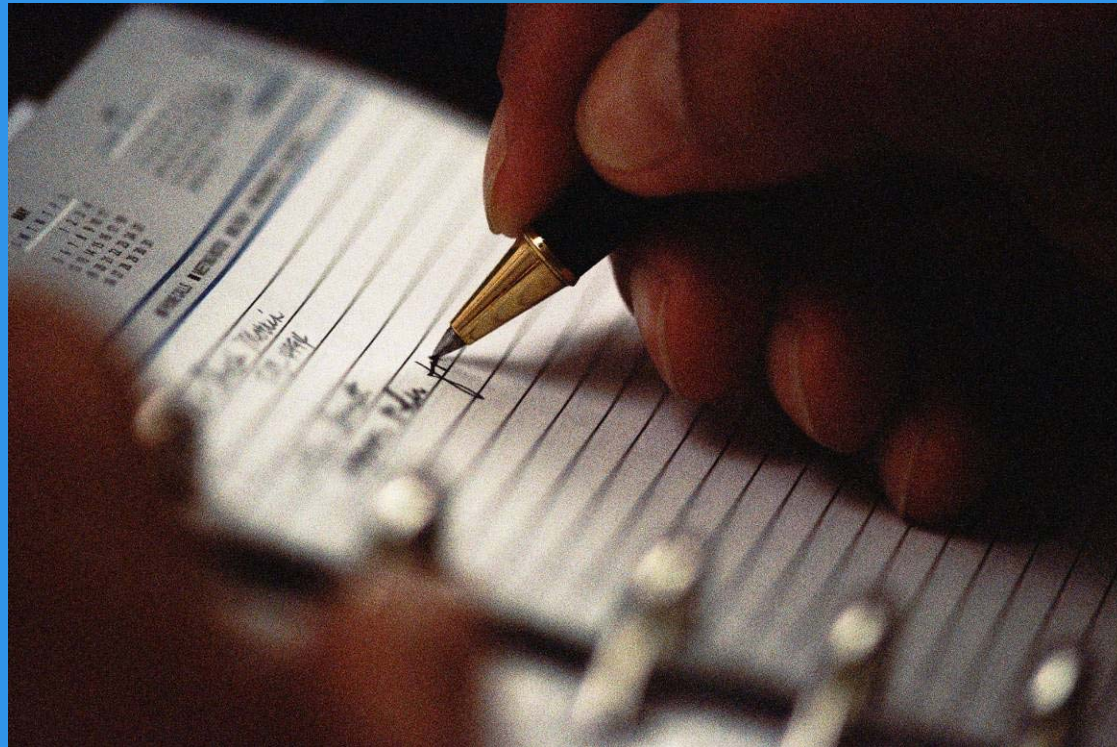
Approach your work in a serious fashion.

Focus on doing the best you can.



Your Personal Responsibilities

1. Understand and agree to the time and work commitment.

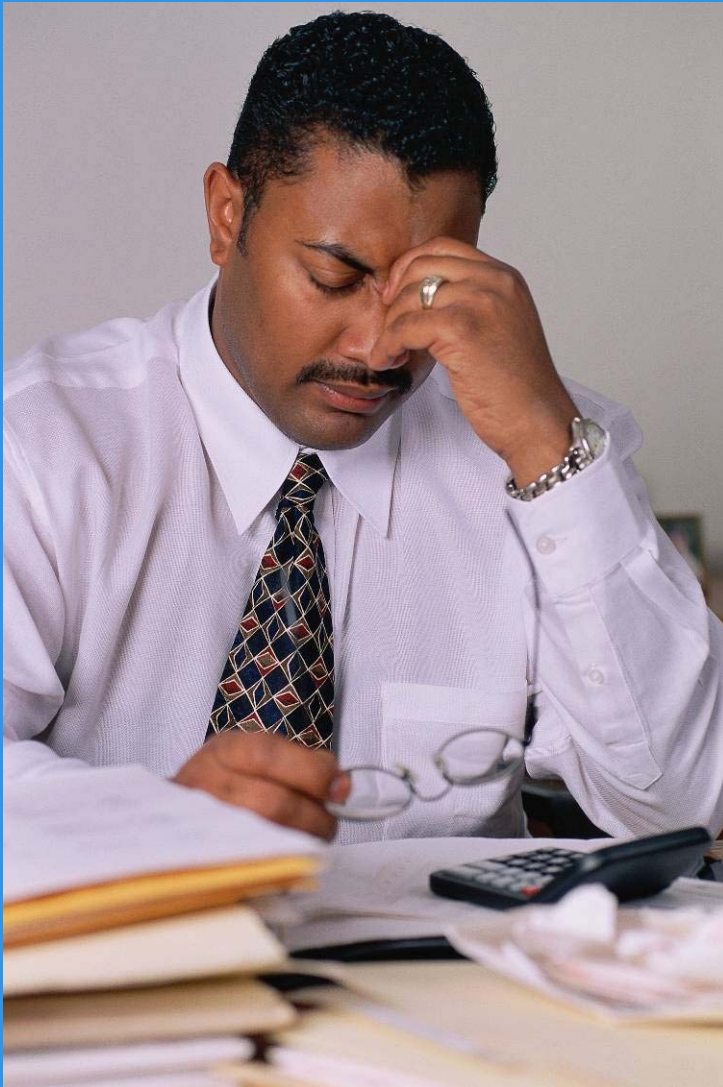


Your Personal Responsibilities

2. Attend and actively participate in all meetings by asking questions, providing opinions and making recommendations.



Your Personal Responsibilities



3. Review all materials provided prior to each meeting.

Your Personal Responsibilities



4. Be familiar with the characteristics, demographics, economic conditions, and challenges of those you serve.

Your Personal Responsibilities

5. Be familiar with the programs and services offered by your agency.



Your Personal Responsibilities

6. Request information that you need to provide desired advice and perspective.



Your Personal Responsibilities

7. Encourage others to speak at meetings and respect others' opinions.



Your Personal Responsibilities

8. Volunteer to serve on at least one committee.



Your Personal Responsibilities

9. Actively participate in achievement of committee goals and assignments.



Your Personal Responsibilities



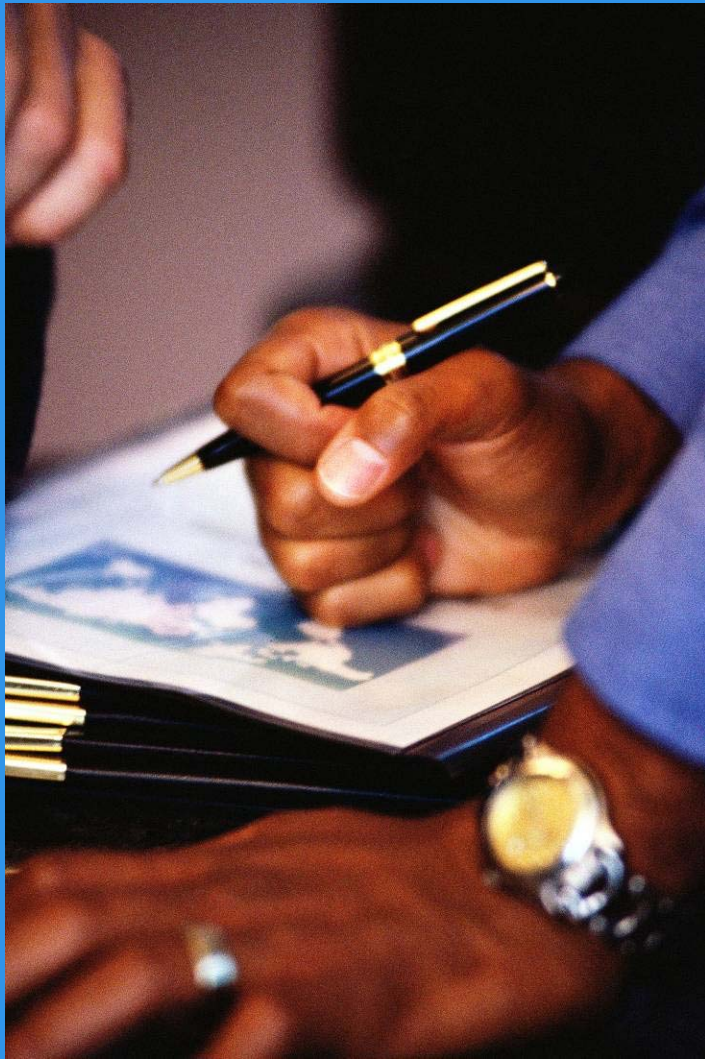
10. Participate in special meetings and the annual planning meeting.

Your Personal Responsibilities

11. Help promote the agency's mission, programs and services.



Your Personal Responsibilities



12. Avoid conflicts of interest and notify the advisory board if one arises.

Your Personal Responsibilities

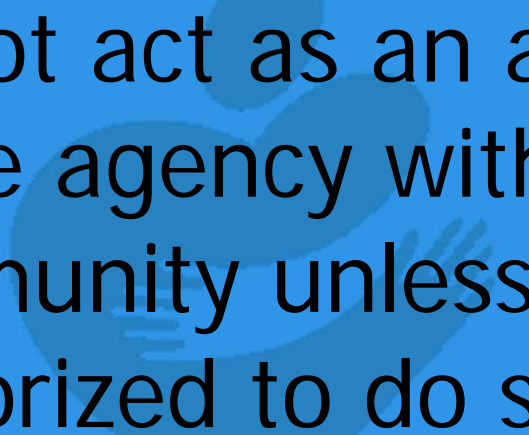
13. Understand and honor the confidentiality of agency, advisory board and committee discussions and actions.

Your Personal Responsibilities



14. Perform your responsibilities in a way that does not undermine the agency or executive director.

Your Personal Responsibilities

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15. Do not act as an agent of the agency within the community unless authorized to do so.

Advisory Board Responsibilities

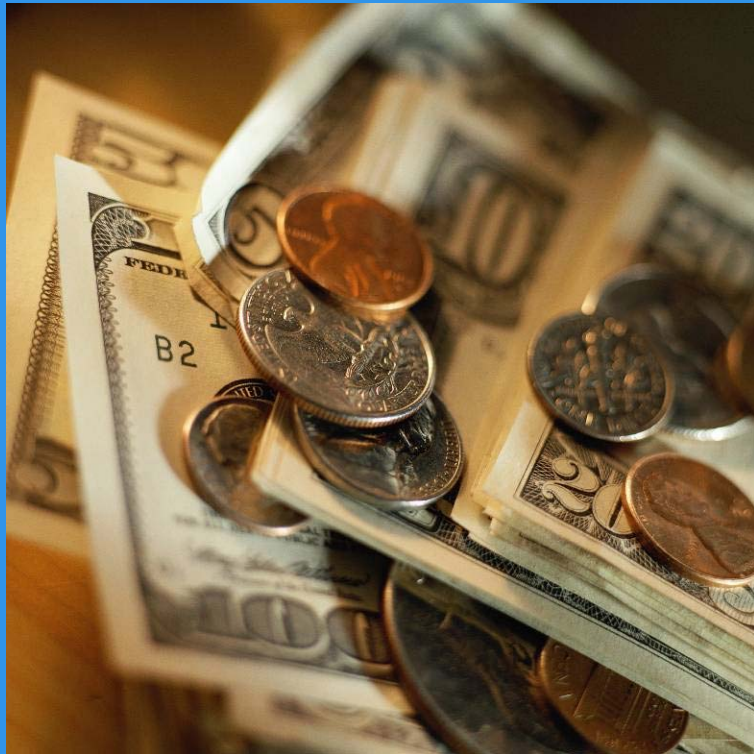


Board Responsibilities



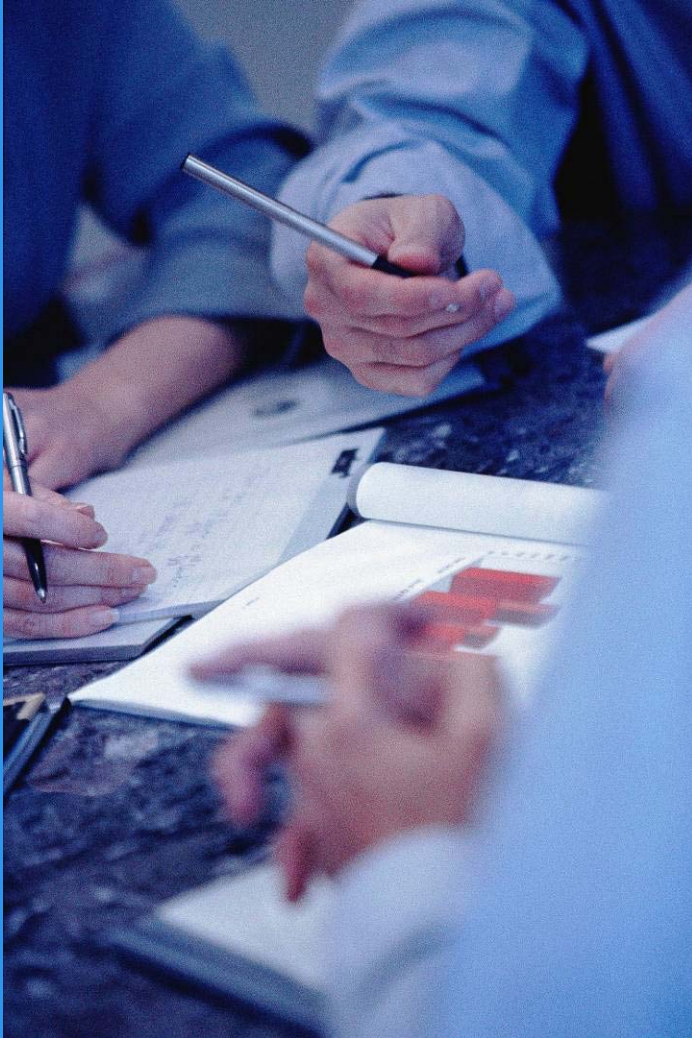
1. As appropriate, review the mission and vision of the CAA program and provide advice on changes.

Board Responsibilities



2. Review and provide advice on the agency's CSBG budget and finances, as requested.

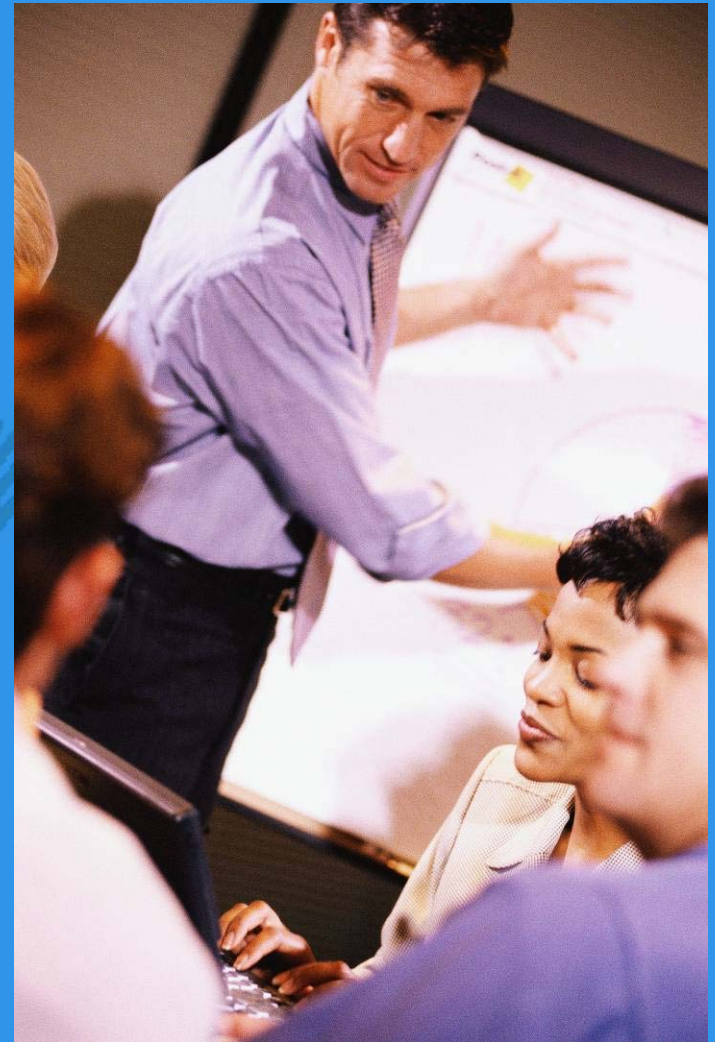
Board Responsibilities



3. Provide advice and perspective on the evaluation, monitoring and reporting on CSBG programs and initiatives.

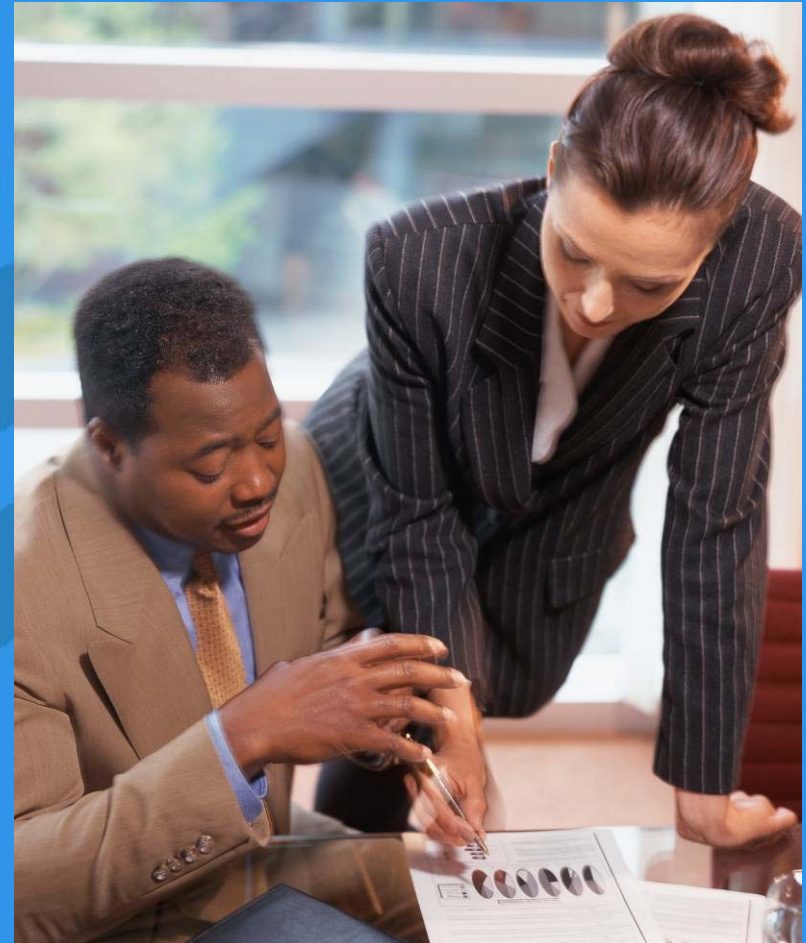
Board Responsibilities

4. Communicate the agency's interests and accomplishments to the communities and stakeholders within the service area and beyond.



Board Responsibilities

5. Assist with the development and monitoring of the Community Action Plan, as requested.



Board Responsibilities



6. Work to support strong working relationships between the advisory board and the executive director.

Board Responsibilities



7. Periodically conduct a self-assessment to ensure that the advisory board is functioning efficiently and effectively.