Know your roles and responsibilities:

- Mission
- Attendance
- Participation in:
  - Assessment
  - By-Laws
  - Planning
  - Evaluation
  - Programs
  - Executive Director
- Comprehension of the financial status
Know your roles and responsibilities:

- Board Manuals
- Texas Open Meetings Act
  - How is your public informed?
- Establish policies for the governance
  - Can you give an example of a policy that this board has established?
Duties and Responsibilities

- Care
- Obedience
- Loyalty

Strategic Thinking
Oversight
Policy
Know your roles and responsibilities:

- Collectively and individually, board members are legally and ethically responsible for the activities of the agency.
  - TDHCA contract
  - Keep documentation of designee
  - Contract amendments and extensions
Access to Information

- Review books and records
- Know grants and programs administered
- Review minutes
Key Documents

- Board Bylaws
- Board Charter
- Contracts (federal, state, local, etc.)
  - Office of Management and Budget Circulars
- Board Roster
  - Contact Information
  - Terms
Key Documents

- Board Binder including:
  - Corporate & historical documents,
  - Roster, calendar,
  - Board responsibilities,
  - Financial and programmatic information.
  - Incorporation documents and
  - Most recent 990
  - Current strategic and annual plan
  - Bylaws and amendments
Bylaws should include:

- Board Composition
  - How selected, titles and appointments
  - Documentation of selection
    - Removal procedures
  - Number of board members, number for quorum
- Terms and limits
- Number of meetings per year:
  - Emergency board meetings
  - Electronic meetings or conference call procedures
- Committees: standing and ad hoc
Resources

- Sec. 676B CSBG Act
- IM-82 on Tri-Partite Boards
- CAPLAW
- NASCSP “The Training Book for Community Action Boards”
- CSBG T/TA Request System
Contact Information

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