

ONE GROVE STRATEGIES

Governance Review and Recommendations Process

Prepared for the Community Development Alliance (CDA)

OVERVIEW

The following brief outlines how I would approach working with the CDA to accomplish five objectives, as outlined by Amelia Mitchem, CDA Board Chair: 1) *Assess the current governance practices*; 2) *clarify board roles and structure*, 3) *design a thoughtful ED evaluation approach*; 4) *recommend core governance processes*; and 5) *outlining practical next steps for implementation*. Throughout the process, I would recommend a **regular meeting** (possibly biweekly) with the board chair to discuss progress, clarify information received and reviewed, make adjustments to the process (as necessary), and determine best ways to build consensus amongst stakeholders.

Step 1: Board/Committee Process Overview

- To ensure all key stakeholders embrace the adoption of the final recommendations, I would recommend a kick-off as part of a standing board or committee meeting.

Step 2: Gather and Analyze Information (4-8 weeks depending on CDA)

- **Review** the following documents (those that exist) bylaws, committee charters, current ED evaluation review format (not the review(s) itself), conflict of interest policy, etc.
- **Interview** key stakeholders, including board members, the ED, and other relevant staff members to: 1) determine processes, roles, and decision-making mechanisms that lack clarity; 2) identify difference between established policies and current practices; and 3) ensure comprehensive input and buy-in for the process and future recommendations.

Step 3: Determine Priority Focus Areas (Board or Committee meeting)

- **Present** a high-level overview of the information gathered, common themes, emerging priorities to the board or committee charged with overseeing this process.
- **Propose** final deliverables, which would include (revised) committee charters, ED evaluation process and form, and other documents recommended to support findings from the assessment of current practices.
- *This phase could include one/multiple worksession(s), depending on the board's interest.*

Step 4: Development and Deliverables (4-8 weeks depending on CDA)

- **Draft and finalize documents** (as decided in Step 3) to support improved governance structures and behaviors, as well as plan for Board approval and plan implementation.
- **Provide training** to board (and ED if relevant) on adoption of deliverables and implementation of recommendations.

Optional: Continued Counsel for Board, Chair, or ED throughout implementation.

Proposed Fee Range: \$8,000-12,000. Factors influencing the range include the number of interviews, meetings, and documents included in the final deliverables. *Scope can be adjusted to accommodate budgetary constraints.*