



## Governance Guidelines

March 2016

[Overview](#)

[Mission and Vision](#)

[Governing Board](#)

[Fiscal Sponsor](#)

[Leadership Council](#)

[Advisory Council](#)

[Nominating/Governance Committee](#)

[Network Director](#)

[Task Force](#)

- [Policy](#)
- [Data](#)
- [Youth Council](#)
- [Professional Development](#)
- [Quality Assurance](#)
- [Sustainability](#)
- [Marketing Task Force](#)

[Chair and Co-Chair of the Advisory Council](#)

[Voting Structure](#)

[Meeting Minutes](#)

[Proposals and Letters](#)

[Ethics](#)

[Procedure for Amending Governance Guidelines](#)

[Roberta's Rules](#)

[Effective Date](#)

## Overview

The Oklahoma Partnership for Expanded Learning (OPEL) is structured following a collaborative governance model in which a cross-section of stakeholders have agreed to share responsibilities, resources and accountability in order to achieve the goals and objectives of the network. All partners are actively involved in the process of defining clear goals and objectives that will achieve the collective vision of the network and the oversight of the network as a whole. The Leadership Council has overall responsibility for strategic planning, revenue attainment and community relations.

OPEL also acts as a professional learning and networking community. Membership is open to all Oklahoma residents who are personally or professionally associated with afterschool programming. Membership is formalized through a Partner Agreement between the individual and the OPEL, which will include a statement of goals and commitment by the individual, and his/her expectations as a partner of the network.

## Mission and Vision

**Mission:** To build and sustain a statewide alliance that connects partners, promotes quality and advances public policy to increase expanded learning opportunities.

**Vision:** All Oklahoma families have access to nurturing, engaging, empowering and purposeful, expanded learning opportunities of excellence.

To support the important work carried on by OPEL, there are three mutually supporting guidance, governing, and leadership bodies:

1. Fiscal sponsor's (OPSRC) governing board
2. OPEL Leadership Council
3. OPEL Advisory Council

## Fiscal Sponsor

The Fiscal Sponsor is the Oklahoma Public School Resource Center, a 501c3 corporation located in Oklahoma City, Oklahoma, serving as the employer of record for the OPEL Network Director and fiscal conduit for revenues contributed to the OPEL. The Partnership's fiduciary and human resources policies will conform to those of the OPSRC.

## Governing Board

The Governing Board is the Oklahoma Public School Resource Center Board of Directors located in Oklahoma City, OK, which will carry legal responsibility for the Partnership.

## **OPEL Leadership Council**

### Statement of purpose

The Leadership Council is an overarching network of leaders from state and local agencies, organizations and corporations. The Leadership Council advocates for state policy, funding and standards which support the continuous improvement of expanded learning programs and opportunities in Oklahoma.

### Membership

The Leadership Council can include a wide range of standing members and a pipeline succession plan for the chair occurring as Secretary in year one (1), to Co-Chair in year two (2), to Chair in year three (3). Members meet quarterly and serve three-year renewable terms in alignment with the Partnership's fiscal year: October through September. Members are expected to attend at least three (3) meetings annually and to attend meetings in person, although conference call participation is acceptable.

Membership is formalized through a Partner Agreement between the individual and the OPEL. New members will include a statement of individual goals and commitment to the quarterly meetings. One seat is reserved for a member from the Fiscal Sponsor agency. Should a member change positions or leave the agency during the term, that member is responsible for notifying the Partnership in writing and identifying a replacement contact.

### Meetings

At least fifty percent (50%) of Leadership Council members must be present in a meeting to finalize decisions, which will be made on the basis of consensus. Decisions affecting policy and funding should be brought to the Leadership Council for discussion by the Advisory Council.

## **OPEL Advisory Council**

### Statement of purpose

The Advisory Council establishes policy, procedures and governance guidelines for the Partnership; and is the joint planning and coordinating body comprised of diverse partners who represent various sectors of youth development and afterschool programming (educators, businesses, STEM, arts, non-profit, OST program directors, juvenile justice, workforce, health, parent groups, etc.). In association with the Network Director, member responsibilities include providing strategic direction, data review, partnership recruitment, champion engagement and statewide communication on best practices, standards and strategies that address Oklahoma's specific contextual needs.

The Advisory Council oversees the operational procedures and fiscal practices of OPEL, including changes in membership and committee leadership, hiring of the OPEL Network Director, reviewing funding proposals for alignment with OPEL funding plan, and approving contracts and other major expenditures. The Advisory Council is responsible for providing

guidance to the Network Director on time-sensitive policy and program issues which may arise in-between meetings of the Leadership Council. On such time-sensitive issues, the Advisory Council may make decisions on behalf of the Leadership Council in alignment with existing objectives and policies. For decisions involving substantial changes or new development of policy, the Nominating/Governance Committee must bring recommendations forward to the full Leadership Council for approval.

### Members

Advisory Council may be comprised of:

1. Network Director
2. Oklahoma State Department of Education
3. Chair of Advisory Council will also be the Co-Chair of Leadership Council
4. Task Force Chairs (Policy, Quality, Sustainability, etc)
5. Representatives from the various sectors listed above: educators, businesses, STEM, arts, non-profit, OST program directors, juvenile justice, workforce, health, parent groups

As a self-perpetuating body, Advisory Council members are responsible – together with the Nominating/Governance Committee and the Network Director – for identifying high quality candidates for service. In all cases, OPEL will strive to identify the best individuals from the organizations and sectors listed above, including, but not limited to: skills/talents, role within the organization, willingness and ability to meet the requirements of Advisory Council service, etc.

Membership is formalized through an Partner Agreement Form between the individual/member agency and the OPEL with three-year renewable terms. Advisory Council participation will be a maximum of 15 and no fewer than 7. New members will include a statement of individual goals and commitment to the monthly (year one only) and quarterly meetings. Membership will be nominated by the Nominating/Governance Committee.

### Meetings

In the first year, the Advisory Council will meet monthly, and after that, on a quarterly basis, rotating between Tulsa, Oklahoma City and Stroud. Members are expected to attend at least three (3) meetings annually and to attend meetings in person, although conference call participation is acceptable. At least fifty percent (50%) of members must be present in a meeting to finalize decisions, however decisions affecting policy and funding should be brought to the Leadership Council. All funding proposals and other formal correspondence signed on behalf of the partnership will be submitted to the Advisory Council Chair/Co-Chair for approval.

Advisory Council members will exercise good faith to participate in all meetings (convened by conference call, in person, or other agreed upon means) at least quarterly.

## OPEL Committees and Task Forces

### Nominating/Governance Committee

The Nominating/Governance Committee will be a standing committee nominated and approved by the Advisory Council.

The Nominating/Governance Committee is responsible for assessing the governance current composition and identifying needs, developing Leadership Council members and officer job descriptions, creating a recruitment plan and timeline, identifying and cultivating prospective members for task forces, and coordinating officer elections. In addition, the governance committee may be responsible for broader governance management issues, such as reviewing governance policies, governance self-assessment, and a governance action plan.

Committee members will take new member nominations for the Leadership Council, Advisory Council, and chair/Co-Chair positions for both from current members and self applications (available to all partners in the network). The Nominating/Governance Committee will annually present a list of potential new members to Advisory Council for approval.

### Network Director

The Network Director of OPEL is the staff member for the partnership and serves the interests of the Partnership as a whole (see job description addendum.) The Network Director is responsible for communicating information on meetings and events to the Leadership Council, Advisory Council, and task forces, in addition to meeting reminder notices, agendas and materials.

Email messages and formal communication from the Network Director will be considered official OPEL communications.

### Task Force

Task Forces represent specific groups dedicated to a focused task, issue or activity. Task Forces may include but not limited to Policy, Marketing, Quality, Fundraising/Sustainability, Data, Professional Development, and the Youth Council. Task Forces are governed by the Advisory Council and will have a chair. Members from the Advisory Council may serve concurrently on a Task Force.

- **Policy**

The Policy Task Force provides a forum for OPEL public and private partners to develop and pursue a shared agenda for policy reform at the state level to increase the quality and availability of afterschool programs. The Policy Task Force will work closely with the Data Task Force (see below) to determine metrics to measure program efficacy.

- **Data**

The Data Task Force implements and oversees community mapping, outcome measurement and the internal/external evaluation process. The Data Task Force will initially determine the measurable outcome indicators for OPEL with the Policy Task Force (YEAR 4)

- **Youth Council**

The Youth Council Task Force will be launched in OPEL second year. This group will serve to lift up the “forgotten voices” of Oklahoma’s youth. The council will include youth representatives from the Juvenile System, Boys & Girls Clubs, Native American tribes, African American and Latino student populations.

- **Professional Development**

The Professional Development Task Force facilitates information sharing and resource coordination to identify and meet the needs of the afterschool field for professional development across the entire workforce continuum. (YEAR 3)

- **Quality Assurance**

The Quality Assurance Task Force promotes the adoption of a common system of quality standards statewide and the development of capacity-building, assessment and evaluation tools linked to standards.

- **Sustainability**

The Sustainability Task Force establishes a fundraising target, ensures prospect research occurs to identify how much money might be raised from different types of resources, identifies specific, potential sources of funds from a diverse mix of sources, develops funding resource action plan, develops a fundraising plan, and ensures effective administrative systems to track grants and donations.

- **Marketing Task Force**

The Marketing Task Force will develop OPEL brand identity and guidelines, assist in development of online and printed communications, and develop strategies to communicate OPEL message to potential donors and raise awareness throughout the state on expanded learning opportunities.

## **Chair and Co-Chair of the Advisory Council**

A Chair and Co-Chair of the Leadership Council will be elected by the members of the Advisory Council. OPEL staff members, the fiscal sponsor, and subcontractors of the Network are not eligible to be the OPEL Leadership Council Chair or Co-Chair.

Terms of office shall align with OPEL's fiscal Year – October through September and be for a three year term. The election shall take place at the Advisory Council meeting during the second quarter of the third year of service and go into effect the following July 1<sup>st</sup>.

The Chair and Co-Chair will assist the Network Director in planning and leading the Advisory Council meetings.

- 1) The Chair shall preside at all meetings, appoint task force members as nominated by the Nominating/Governance Committee, and perform other duties as associated with the office.
- 2) The Co-Chair shall assume the duties of the Chair in case of the Chair's absence.
- 3) The Chair will work closely with OPEL staff to help address immediate needs of the OPEL.
- 4) The Chair will participate and help promote OPEL events and conferences.
- 5) The Chair will act as a liaison to the fiscal sponsor organization, together with the Network Director.
- 6) The Chair will network on behalf of the OPEL.
- 7) The Chair will be a spokesperson for the OPEL.

OPEL Committee and Task Force groups will be led by a Chair and a Co-Chair. The Chair must be a member of the OPEL Advisory Council. The Co-Chair may be a member of the Leadership Council, Advisory Council, Committee or other task force member. Chairs and Co-Chairs should be committed to Committee and Task Force issue areas and have demonstrated related experience.

Chairs and Co-Chairs serve a one-year, renewable term. Terms shall be staggered to enhance continuity and information flow from year to year. Vacant Chair or Co-Chair positions will be filled by soliciting nominations from Committee and Task Force members and the OPEL and the Leadership Council. Such nominations will be reviewed by the Nominating/Governance Committee, which will present a recommendation to the Leadership Council for approval.

Chairs and Co-Chairs are responsible, with the support of OPEL staff, for setting the schedule and agenda for all committee meetings. Chairs and/or Co-Chairs are to report to the Advisory Council and Network Director regularly and ensure notes are taken of each meeting and forwarded to OPEL staff promptly for retention of records.

## **Voting Structure**

### **Decision-Making Procedures**



The OPEL preferred method of decision-making is consensus. Decisions on major policy and financial issues should be brought to the Advisory Council for discussion, with prior review and recommendations formed by Committees, Task Force Groups or staff as appropriate.

On the rare occasion when consensus cannot be reached and a decision is required, the Committee and Task Force Chairs may propose a vote. In any vote, each Advisory Council member agency has only one vote, regardless of the number of staff representatives serving on the committee. Issues which need to be determined by a formal vote may be conducted by either voice, visual, electronic or by secret ballot.

A vote may be requested by a motion of any member with a second, or by the call of the Chair of the Advisory Council. A simple majority (50%) vote is required for approval. In the case of time-sensitive decisions, votes may be conducted by email. Advisory Council members who have an individual or organizational conflict of interest for a particular issue should abstain from participating in the vote for that issue.

The Leadership Council does not have fiduciary responsibility for the OPEL. The Advisory Council will provide financial oversight of the OPEL. The Advisory Council shall ensure effective and efficient use of funds and fully engage in the sustainability of the organization. OPEL financial management policies will conform to policies set forth by the OPSRC, which is the Fiscal Sponsor. One member of the OPSRC must sit on the Leadership Council.

## **Meeting Minutes**

Minutes will be taken of all OPEL Leadership Council and Advisory Council meetings. Minutes will be distributed by OPEL staff prior to the next meeting of the governing body. All minutes will be kept on file electronically with the OPEL office as well as stored in the OPEL Dropbox account.

## **Proposals and Letters**

All funding proposals and other letters signed on behalf of the OPEL Leadership Council will be submitted to the Advisory Council for input prior to being sent out.

## **Ethics**

OPEL Leadership Council and Advisory Council members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. If any member has questions regarding their own activity or those of other Advisory Council members, they are to submit issues to the Advisory Council Chair promptly to ensure timely response to inquiries.

## **Procedure for Amending Governance Guidelines**

These Governance Guidelines can be amended at a meeting of the Advisory Council, at which a quorum is present by a two-thirds vote of the Advisory Council. The amendment(s)

must be provided in writing for the Advisory Council's review. Changes shall be presented to the Leadership Council at the subsequent meeting.

### **Roberta's Rules**

If needed, the Network will use Roberta's Rules of Order as the parliamentary authority.

### **Effective Date**

These Governance Guidelines shall be effective as of March 2016