

Board Team Plan

Our Plan was developed during the Board Retreat in February 2009.



Our Plan includes:

- Our vision, purpose and values**
- What is important to us in how we work together**
- Our roles**
- What support we need**
- Organizational Chart**
- How we make decisions together**
- Our board 'donut'**
- Our profiles**
- What's Working and Not Working**
- Ours, Theirs, and Shared Chart**
- Indicators of Success and Action Steps**

Vision, Purpose and Values

Our Vision

All people have positive control over the lives they have chosen for themselves.

Our Purpose

The Learning Community for Person Centered Practices is an international community that shares knowledge about supporting people in getting the lives they want. Our focus is on developing and disseminating practical tools that help people in having positive control in their lives. We do this by supporting those who use the tools and those who train

others to use them.

Our purpose In relation to trainers

To disseminate the skills needed to help people have position control in their lives, with integrity and using up to date best practice.

Our purpose in relation to mentor trainers

- To provide leadership in fostering a global community.
- To create and discover best practice.
- To capture and share learning.
- To credential/accredit trainers.

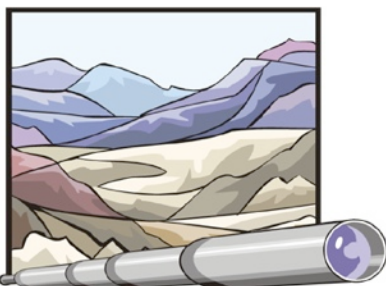
Our purpose as a Board

- To create a structure that supports trainers and mentor trainers to share learning
- To maintain quality and the integrity of the work of the Learning Community for Person

Centered Practice.

What we do

- Encourage, support, and disseminate learning on how to better assist people in getting the lives that they want.
- Facilitate opportunities to share and develop learning through conferences, an interactive website and listservs.
- Develop and disseminate training materials on best practice in helping people describe the lives they want and how they want to be supported, and the thinking that underlies the implementation of that support.
- Establishing criteria for excellence for those who train others in the use of the materials developed and disseminated.
- Providing support for the creation



Vision, Purpose and Values

of best practice and its implementation by individuals and agencies.

- We nurture creativity and resourcefulness

diversity

Our Core Values

Learning

- We use person centered thinking skills in all our work
- We share learning generously

Respect and Trust

- We conduct business transparently and ethically
- We celebrate and reflect

Collaboration and Partnership

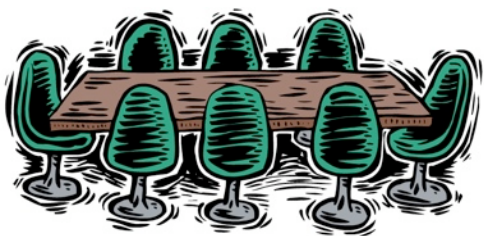
- We promote partnership
- We identify and solve problems collaboratively

What is important to us in how we work together on the Board



- A shared sense of values. We don't have to question this collectively or individually
- Clear roles and expectations of each other
- All the information we need to meet our purpose
- Measuring progress towards our outcomes; and how we are working together
- Work in partnership with mentor trainers and trainers; in order to meet our purpose
- Give each other honest, frank feedback
- Maintain clear and accessible records that support our accountability
- Promote collaboration without competition
- Proactively share learning and coach others to do this
- Recognise and support the international scope of our work
- Give recognition to the sources of our work

Our Roles



Our Roles on the Board

Chair – Michael Smull

Vice Chair – Helen Sanderson

Treasurer – Bill Allen

Secretary – Shelley Dumas

Board Members – Michael Steinbruck, Paul Wheeler, Deb Watson

Our Roles with Committees

Liaison with the Materials Committee – Michael Smull

Liaison with the Gathering Agenda Committee – Helen Sanderson

Liaison with the Credentialing Committee – Paul Wheeler

Liaison with the Specialists – Deb Watson

Liaison with the Scholarship Committee – Bill Allen

Our Roles Within Our Meetings

Agenda Developer – Michael Steinbruck

Facilitator – Helen Sanderson

Recorder – Shelley Dumas

What Support Do We Need



From each other...

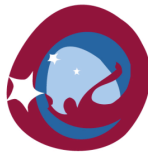
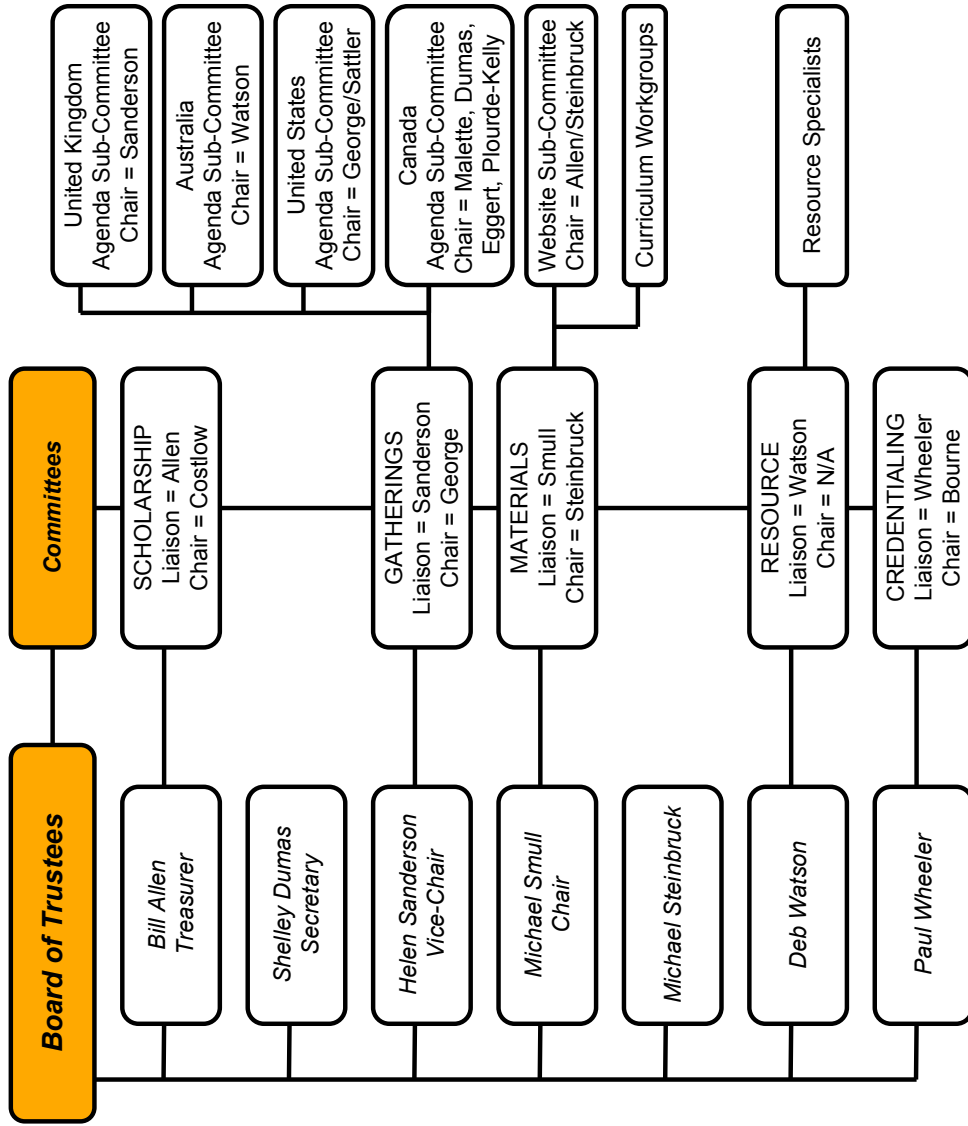
- We create action plans and review them as a standing agenda item
- If you are not going to be available, tell us
- Respond within deadlines or negotiate another one (before the first one passes)
- We hold each other and ourselves accountable for meeting our deadlines and asking for what we need
- We schedule quarterly phone calls at least 6 months in advance, and meet face to face twice a year
- We share responsibilities equitably (across the Board)
- We tackle difficult issues directly
- We work to our strengths and know how to support each other to reach our goals

From the Mentors

- To provide us with feedback on what they have tried, learned, etc.
- Commitment to follow through on promises
- To provide stories, examples, challenges and successes
- Feedback on how we are doing as a Board
- To maintain a culture of collaboration over competition

The Learning Community for Person Centered Practices

Table of Organization



The Learning Community
for person centered practices

Revised 02-07-09 mps

How We Make Decisions Together - Our Decision Making Agreement

	Trainers	Mentor Trainers	Materials Committee	Agenda Committee	Scholarship Committee	Board	Chair
Committees	Decide what goes on the website	Decide what goes on the website	Decide what goes on the website	Approve draft agenda for Gathering Decide what goes on the website	Scholarships Charges from the Board as described	Approve Fundraising Scholarship Criteria Core Curricula Changes Core agenda for Gathering	Appoint Chair of Committees Appoint Liaisons to Committees Appoint topic area leads
Materials			What you can change and what you cannot Make recommendations to core agenda			Core curriculum changes How this relates to charge to Materials Committee Approve changes	
Money							
Selling Materials							
Communication with TLC/PCP							
List Serve						Who is added to the listserv	

Board Donut

Board Entity Core Responsibilities	Board Entity Judgment & Creativity	Board Entity Not Responsible
<ul style="list-style-type: none"> • Work with the community to establish our vision • Work with the community to agree on a strategy to work towards the vision • Establish the policies that govern the operations of the organization • Develop long-range, strategic plan for the organization based on our values • Ensure evaluation of progress against our plan • Accept full responsibility for the financial well-being of the organization • Approve budget and financial planning • Develop and maintain communication links and beneficial relationships with various communities, funders, and other stakeholders in the organization's success • Provide the continuous self-evaluation and renewal of the Board itself • Act on our person centered team plan • Approving Gathering Agenda • Develop and approve changes for all committees • Review and approve work of Mentor Trainer Workgroup • Support Mentor Trainers to do their work • Approve all mentor trainer candidate plans for becoming mentor trainers • Evaluate quality of sponsored events, including the Gathering • Approve new materials projects, final products, and launch dates • Model person centered practices in all processes, policies, etc. 	<ul style="list-style-type: none"> • How committees and structured and who is involved • How we consult with the rest of the community. How we solicit participation • How we get information to refine policies • How often to evaluation progress on team plan • Determining grants, products, web contributions • What we sell and how much we charge for it 	<ul style="list-style-type: none"> • Approving content of regional and other events that we are not directly sponsoring • Whether or not members adhere to our stated values

Board Donut

All Board Members Core Responsibilities	All Board Members Judgment & Creativity	All Board Members Not Responsible
<ul style="list-style-type: none"> • Contribute to all core responsibilities listed above • Attend Annual Gathering • Participate in all quarterly Board meetings (conference calls) • Reply to all Board related correspondence (email, etc.) within one week for votes and within designated timeframes for requested actions • Regular participation on listserv discussions • Responding to Board emails within 5 working days • Delivering on actions that were agreed by the Board within timeframes • Participation in decision-making • Member of each listserv • Liaison to one or more committees or workgroups • Review all Board materials and respond within timelines • Participate in fundraising activities • Actively represent their area-geographically, culturally, realms of skills and experience • Know and demonstrate the values of the community – both in how members represent TLCPCP and in the way they work together 	<ul style="list-style-type: none"> • Reply in a timely way to request extensions on actions with timeframes that cannot be met • Determination of a prudent reserve “red flag” level in collaboration with Treasurer • What, how and when to represent these perspectives 	
Chair Core Responsibilities	Chair Judgment & Creativity	Chair Not Responsible
<ul style="list-style-type: none"> • Provide at least semi-annual updates to TLC via listservs on the state of the organization • Appoint committee chairs, and topic area leads • Ensure Mentor meeting at Annual Gathering • Ensure Board Liaisons to one or more committees • Ensure a Board retreat • Ensure quarterly Board meetings • Write and deliver annual chairperson’s report at the Annual Gathering 	<ul style="list-style-type: none"> • How we’re doing as a Board, etc. • Items for Board agenda • Quarterly Board meeting calls-determine what to report • Develop communication plan 	

Board Donut

Vice Chair Core Responsibilities	Vice Chair Judgment & Creativity	Vice Chair Not Responsible
<ul style="list-style-type: none"> • Stand-in Chair in Chair's absence • Liaison to Gathering Committee 		
Treasurer Core Responsibilities	Treasurer Judgment & Creativity	Treasurer Not Responsible
<ul style="list-style-type: none"> • Write and deliver annual financial report at the Annual Gathering • Quarterly financial reporting to Board via email • Current, accurate, timely reports • Track line item totals (Scholarship and Development) • Read and review all bank correspondence • Make deposits in a timely manner • Serve as liaison to Scholarship Committee • Develop yearly budget • File US IRS forms 	<ul style="list-style-type: none"> • Researching what Bank to use • Report format • How often to report • Decisions for Board (e.g., color and cost of checks) • Determination of a prudent reserve "red flag" level 	<ul style="list-style-type: none"> • Account totals • Fundraising
Secretary Core Responsibilities	Secretary Judgment & Creativity	Secretary Not Responsible
<ul style="list-style-type: none"> • Ensure minutes are taken and distributed and are on website in open records • Maintain records that support Board activities • Track and record voting on all motions using agreed format • Announce results via email on all motions • Track action item deadlines and send schedule reminders • Develop standing agenda for quarterly Board meeting • Ensure Trainers and Mentors listservs 		<ul style="list-style-type: none"> • For completing the actions of the Board
Staff Position Core Responsibilities	Staff Position Judgment & Creativity	Staff Position Not Responsible
<ul style="list-style-type: none"> • Work with Chair and Secretary to develop agendas, take minutes, track follow-up assignments • Develop and maintain database • Supervising production and tracking sales of products 		



Michael Smull

What Board members like and admire about Michael

- His vision
- Being a beacon
- An original thinker
- Gives a clear message
- Has a clear and unwavering purpose
- Explains complex things with an economy of language

What is important to me as a Board Member

- To be part of the leadership of an organization where people share your values, where you do not have to question or worry. To spend time with people that you do not have to convince.
- Helping others to grow in their work and seeing the difference that they make in the lives of people who use services
- To be part of an organization that works on changing the system. Where -
 - * We work in partnership
 - * I am part of the problem solving and testing the solutions
 - * We learn how to do quality at scale
 - * We share the learning and help our efforts spread
- To focus on the future, to work on “what is next”
- To support mentor trainers in their efforts to develop and support trainers. And to be part of the effort that provides trainers with the materials and directions they need to be effective in training and support
- That TLC-PCP grows and prospers, now and after I am no longer directly contributing -
 - * Contributing and arranging for the longevity and integrity of the work
 - * Contributing to the creation of a true learning community
- That I have the time to contribute to TLC-PCP but that there is a balance between work and life

Best support for me as a Board Member

- When coming to me with an issue or a problem; if I have dealt with it before you will hear a clear and concise message. It will sound convincing and I think it is right. But it may not be right – push back if you disagree. If I have not thought about it before my answer will be “fuzzy”. I find that having a couple of discussions over time helps me come up with better solutions.
- I am a good leader but not a good manager – support my strengths
- Remember I am focused on the future. Working on what needs to happen to get to a desired future is what I see and want to address. Someone else has to pay attention to the detail of today. (I will pay attention when asked and but I can’t sustain it.)
- There are always more things to do then there is time.
 - * Action plans, with clarity about who does what by when, are needed
 - * I appreciate being reminded about what is helpful and necessary.



Helen

What Board members like and admire about Helen

- Visionary
- Joyful
- Organised
- Teacher and role model
- Good at pulling things together and finding connections
- Great at creating visual materials

What is important to me as a Board Member

- That we live our values and annually reflect on how we are doing – as a Board and as a Learning Community
- That we have honest and upfront communication – we feel confident in airing any tensions and having ‘difficult’ conversations
- That I have a clear sense of what success looks like (for my contribution, for us as a Board and as a Learning Community) and how we are working towards this
- That we keep focused on being international – and that we are mindful of this when we think about committees, working groups, etc.
- That we know and share what best practice and current learning is, and we share this in ways that promote collaboration, not competition
- That I work in ways that support my home/life balance – in terms of being realistic about what I can commit to, and how we schedule meetings and activities
- To make a contribution through the Board and to know what my role is, what people expect from me, and what we expect from each other
- That we acknowledge and recognise contributions – e.g Charles Handy’s Donut, and that we know what ‘belongs’ to the Board and what is shared learning

Best support for me as a Board Member

- Know that I need people to be frank and honest with me – not rely on me to pick up hints or have to second-guess meanings
- I do my best thinking when we use rounds in meetings (face to face or conference calls)
- Know that I struggle with the balance of sharing learning without feeling like I am ‘showing off’ and encourage me to share on the list serve as I find this particularly difficult
- Never ask me to do anything without negotiating a deadline
- Know that I work best thinking ‘big picture’ and drown in details



Shelley

What Board members like and admire about Shelley

- Nurturing and caring
- Sees the best in people
- Warm and colorful
- Gracious
- Joy in doing the work
- Nice family beacon for people and families

What is important to me as a Board Member

- Working as a member of the leadership of The Learning Community to find opportunities to add new learning for supporting families of people with disabilities
- Sharing the work of the Board through clear and doable actions directed toward The Learning Community's mission and goals
- Keeping The Learning Community in the Board's information loop
- Having opportunities to meet with The Learning Community and hear about new and exciting learning and growth going on across the world

Best support for me as a Board Member

- Frequent communication between all Board members
- Reminders of timelines on Board activities
- Coming together as often as possible to review our Board Team Plan
- Clearly defined role and responsibilities of Board membership and as a Board officer



Paul

What Board members like and admire about Paul

- Some difficult times with a great heart
- Solid and grounded
- Wise
- Structure
- Driven but keeps things funny and light-hearted
- Paul is inspiring

What is important to me as a Board Member

- Working as part of a team
- Collaboration
- Being listened to
- Open and honest communication
- Members understanding and committing to good governance
- Clarity of roles both within the Board and the organization

Best support for me as a Board Member

- Be open and honest
- Be attentive to the things that are important to me
- Think through what we're doing; be intentional
- Make sure that commitments are clear with timelines and expectations
- A clear process for holding me accountable
- When surrounded by people who are serious, but know how to have fun



Michael Steinbruck

What Board members like and admire about Mike

- Peacemaker, diplomatic, push things along without offending
- Musical, fun and creative, original
- Make it happen and look easy, gets things done
- Steers a clear course
- Outstanding in his field
- Practical and vision, thinks big thoughts

What is important to me as a Board Member

- To feel like I'm a part of making the world a more peaceful place & to be able to do that through The Learning Community
- That the values of the organization are aligned with my own
- Team oriented approach, equitable contributions of members
- Must have clear expectations for my role and responsibilities
- Things happen in a timely way, that people are responsive
- The board is seen to be very real and tangible hands on support to the organization, to not just be about vision and decisions
- To have a clear record of board actions and activities, so we have a the history of all decisions, discussions, time frames and expectations, so that things will not get lost in the ether
- To have all the information I need in a timely way... I'm happy to have an outcome be different from my personal decision, so long as we are all well informed
- All members of the team make a good faith effort to support the decisions and actions that are collectively decided on, regardless of individual opinions
- That we all follow the procedures that we have set in place as a board
- That the learning community thrives and is sustainable, so that all people can live the lives that they choose
- Board has quality face to face time together with good food and beverages.

Best support for me as a Board Member

- If you're not going to be available, let us know so we're not waiting on your responses before moving on.
- In order to be a good support to the Learning Community around the materials development, I need clear direction about priorities for projects & other initiatives
- I need to know that issues, decisions, votes, discussions are all being tracked, recorded & not lost



Deb

What Board members like and admire about Deb

- Willingness to go the distance and be part of it all
- Depth & complexity
- Looks with new eyes, bring fresh perspectives
- Continues dancing even though she can't always hear the music
- Visionary in finding ways to make things fit for the Australian context
- Helps people to see the beauty in things

What is important to me as a Board Member?

- To feel confident that what we're doing is valuable to the learning community
- That the work we do together and the way we do it mirrors our values in every way
- To effectively represent Australia/the perspective of any new areas trying to stumble through and figure it out.
- Having the time, information and energy to feel I'm making a valuable contribution
- To use our time together incredibly well
- Connecting with other board members & knowing who it is that I'm working with

Best support for me as a Board Member

- I hate doing anything in a half arsed way, so if I'm unsure about anything I'll procrastinate. I need to have the necessary information and a means to ask clarifying questions for any tasks I'm working on. This can include knowing the broader context or history that accompanies a piece of work.
- Please always give me deadlines, with reminders
- I'm very reluctant to miss a call, and don't want to be a time zone trouble maker. I'm prepared to do late, but would appreciate someone asking if I need to go if it's getting very late. This makes it even more important that I have all the information necessary, and that our direct contact time is used well.
- I'm hyper conscious of my relative youth & short experience with the learning community, hence the need for information, context/history. It can also mean that I'd rather wait to hear from others before responding as this can help me to build context.
- I process thing best by talking or writing them out. This can mean very long emails. I might need you to prompt me to either get to the point or to filter out the important bits.
- Editing and proofing is something of a compulsion for me, feel free to take advantage of this by asking me to look things over for typos etc.



Bill

What Board members like and admire about Bill

- Hangs in there; keeps on coming back for more
- Grounded
- Creativity
- Person-centered thinking, planning and services are still a cause and movement for him
- Supportive

What is important to me as a Board Member

- Staying connected to a purpose and a movement that I feel strongly about whether or not I'm actively involved in the everyday work that supports it.
- Serving a purpose as a board member.
- Knowing how I can contribute to the board. What can I bring to the table? What skills and strengths are needed?
- A sense of accomplishment as a board member and an organization.
- That we continue to struggle with board composition (for example, people with disabilities).
- Development of a stable financial base for the organization.
- Moving from a loose knit to a more formal, international organization.

Best support for me as a Board Member

- Face-to-face contact with other board members often enough to develop and maintain relationships.
- Opportunities to see what's happening in regards best and emerging practices.
- I thrive on expectations, tasks, and time lines.
- Speak directly into the clown head, don't expect me to intuit if you need something from me.

What's Working and What's Not Working for the Board



What's Working	What's Not Working
<ol style="list-style-type: none"> 1. Updated Team Plan 2. Getting started with Leadership Teams 3. An International Focus 4. Relationships on the Board 	<ol style="list-style-type: none"> 1. Our capacity to deliver our actions 2. Not enough money to support the work 3. Perceptions of conflict-of-interest 4. Clarity of what belongs to The Learning Community and what are other contributions

Ours, Theirs, and Shared Chart

What Belongs to The Learning Community	What Belongs to Others	What is Shared With Others
<ul style="list-style-type: none"> • Person-Centered Thinking • Essential Lifestyle Planning • People Plan Together • Families Planning Together • Listen to Me • Blueprint • People Planing for Themselves • Families as Quality Partners • One Page Profiles • Person-Centered Descriptions • Using Person-Centered Descriptions 	<ul style="list-style-type: none"> • Positive and Productive Meetings • Leadership and Organizational Change • Person-Centered Supervision • Person-Centered Risks • Person-Centered Risk Coursebook • Individual and Systems Change 	<ul style="list-style-type: none"> • People Planning Ahead • Person-Centered Reviews • Community Connecting • Person-Centered Teams • Families Leading Planning • Person-Centered Risks • Facilitating Individual Service Plans • Choosing a Provider

Indicators of Success and Action Steps for the Board 2009-2011

Indicators	Action Steps	Completed By
<p>By Gathering 2010: <i>Each Leadership Team identifies and accomplishes three audacious goals within three years.</i></p>	<p>Year One - Identify and share on the website three audacious goals and accomplish a first step toward each.</p> <ul style="list-style-type: none"> Board reviews donut for Leadership Groups by 2/28/09. Email distributed to each Leadership Team regarding membership and expectations by the end of February. Deb posts a list of lead people on the website. Deb works with the agenda development committee to negotiate a half-day within the Gathering. Deb and Michael Smull develop the agenda for the leadership team session. This includes asking team leaders to prepare by contacting lead persons who will not be at the U.S. Gathering. Link this to the United Kingdom and Australian gatherings. 	<p>April Board Call April Board Call</p> <p>April Board Call April Board Call</p> <p>July Board Meeting</p> <p>July Board Meeting</p>
<p>By Gathering 2010: <i>One full-time employee within three years.</i></p>	<p>Year One - Identify potential funding sources and develop three grants.</p> <ul style="list-style-type: none"> Paul will define outcomes for positions by 2/8/09. Donut and job descriptions will be completed by Michael Smull. Bill will develop a position budget including salary, fringe, supplies, equipment, travel and insurance. Identify grant sources and submit three applications with one successful outcome. 	<p>April Board Call April Board Call April Board Call</p> <p>July Board Meeting</p>
<p>By Gathering 2010: <i>Working in partnership with self-advocacy, family, and system leaders to ensure that people and families have the opportunity to plan for themselves.</i></p>	<p>Year One - Identify opportunities for partnership as well as develop a detailed action plan with self-advocacy, family, and system leaders in each country.</p> <ul style="list-style-type: none"> Michael Smull will contact SABE regarding the development of a strategic partnership. Bill will solicit feedback from HSRI regarding self-advocate planning materials. Michael Steinbruck will coordinate the revision of the facilitator training indicating the priority of people with developmental disabilities developing their own plans. Michael Steinbruck will coordinate the development of an accessible area of the website for plain language users. Shelley will pilot techniques for engaging families in the planning process in Maryland and Texas. Michael Smull and Bill Allen will help develop training materials if needed. Shelley will contact leaders in other countries (Australia, United Kingdom and Canada) regarding best practices for families engaged in the planning process. Michael Smull will contact and engage California regional centers regarding piloting the one-page profile with self-advocates planning for themselves and teaching others. Helen, Deb and Paul contact strategic partners in their respective countries in order to support the development of an action plan. Michael Smull, Shelley, and Bill will use the information gathered above to develop a detailed action plan. 	<p>April Board Call</p> <p>April Board Call</p> <p>July Board Meeting</p> <p>July Board Meeting</p> <p>September Board Call</p> <p>September Board Call</p> <p>September Board Call</p>