

Board Team Plan

Our Plan was developed during the Board Retreat in May 2010.



Our Plan includes:

1. **Our vision, 20 year vision, purpose and values**
2. **What is important to us in how we work together**
3. **Our roles**
4. **What support we need**
5. **Organization Chart**
6. **Our board 'donut'**
7. **Our profiles**
8. **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 20 Year Vision

To be added once developed and reviewed by all Gatherings held in 2010.

Our Common 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. We continue to remember and honor those who are our teachers -

people who use services and their families. As an organization, we seek to:

- Share and grow learning
- Maintain quality and integrity in our work
- Support diversity in thinking across cultures
- Be clear without being rigid
- Apply person centered thinking to everyday life

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 Practices

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.

Continued on next page

Vision, Purpose and Values, continued

- 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 of best practice and its implementation by individuals and agencies.

Our Core Values

Learning

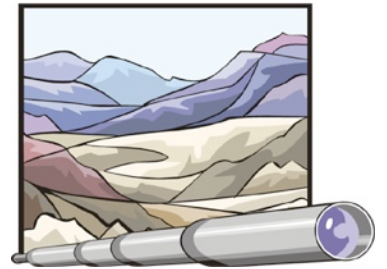
- We use person centered thinking skills in all our work
- We share learning generously
- We nurture creativity and resourcefulness

Respect and Trust

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

Collaboration and Partnership

- We promote partnership
- We identify and solve problems collaboratively
- We encourage participation in decision making



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
- Recognize and support the international scope of our work
- Give recognition to the sources of our work through attribution

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

Timekeeper - Deb Watson

What Support Do We Need



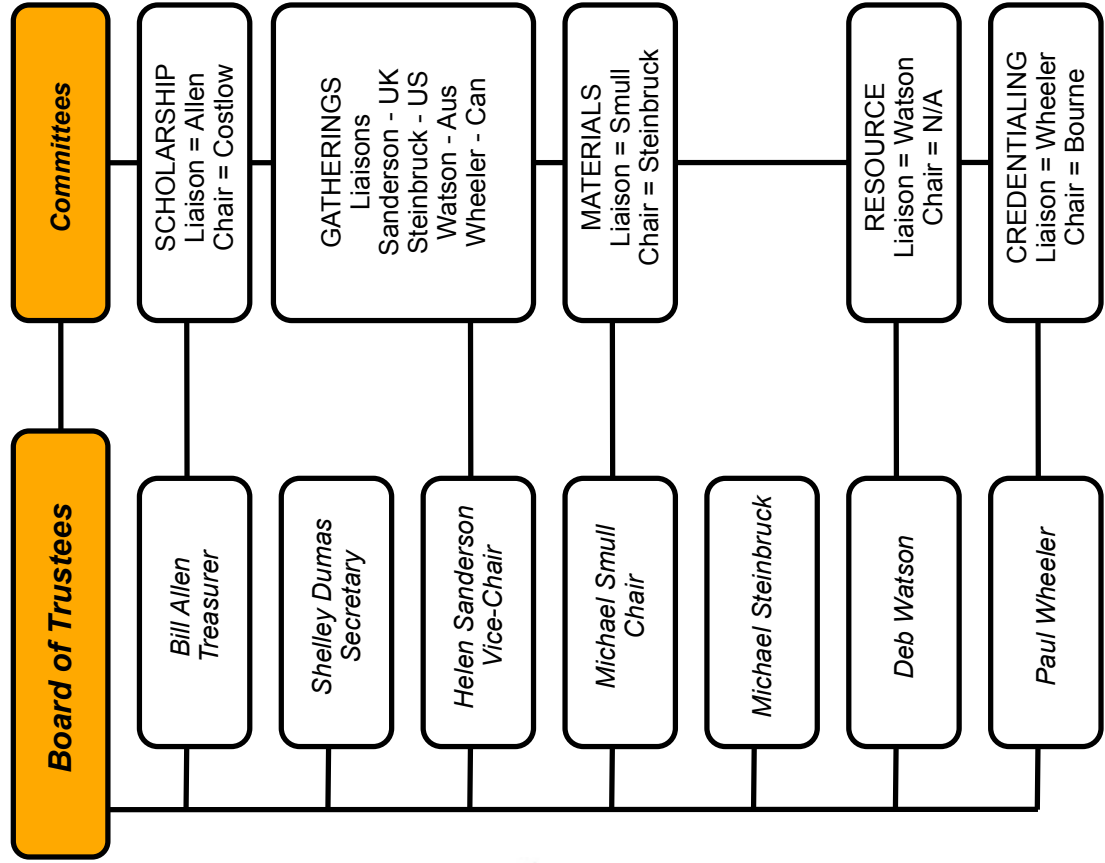
From each other...

- 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



The Learning Community
for person centered practices

Board Donut

Board Entity Core Responsibilities	Board Entity Judgment & Creativity	Board Entity Not Responsible
<p>Work with the community to establish our vision</p> <p>Work with the community to agree on a strategy to work towards the vision</p> <p>Establish the policies that govern the operations of the organization</p> <p>Develop long-range, strategic plan for the organization based on our values</p> <p>Ensure evaluation of progress against our plan</p> <p>Accept full responsibility for the financial well-being of the organization</p> <p>Approve budget and financial planning</p> <p>Develop and maintain communication links and beneficial relationships with various communities, funders, and other stakeholders in the organization's success</p> <p>Provide the continuous self-evaluation and renewal of the Board itself</p> <p>Act on our person centered team plan</p> <p>Approving Gathering Agenda</p> <p>Develop and approve changes for all committees</p> <p>Review and approve work of Mentor Trainer Workgroup</p> <p>Support Mentor Trainers to do their work</p> <p>Approve all mentor trainer candidate plans for becoming mentor trainers</p> <p>Evaluate quality of sponsored events, including the Gathering</p> <p>Approve new materials projects, final products, and launch dates</p> <p>Model person centered practices in all processes, policies, etc.</p>	<p>How committees and structured and who is involved</p> <p>How we consult with the rest of the community. How we solicit participation</p> <p>How we get information to refine policies</p> <p>How often to evaluation progress on team plan</p> <p>Determining grants, products, web contributions</p> <p>What we sell and how much we charge for it</p>	<p>Approving content of regional and other events that we are not directly sponsoring</p> <p>Whether or not members adhere to our stated values</p>

Board Donut

All Board Members Core Responsibilities	All Board Members Judgment & Creativity	All Board Members Not Responsible
<p>Contribute to all core responsibilities listed above</p> <p>Attend Annual Gathering</p> <p>Participate in all quarterly Board meetings (conference calls)</p> <p>Reply to all Board related correspondence (email, etc.) within one week for votes and within designated timeframes for requested actions</p> <p>Regular participation on listserv discussions</p> <p>Responding to Board emails within 5 working days</p> <p>Delivering on actions that were agreed by the Board within timeframes</p> <p>Participation in decision-making</p> <p>Member of each listserv</p> <p>Liaison to one or more committees or workgroups</p> <p>Review all Board materials and respond within timelines</p> <p>Participate in fundraising activities</p> <p>Actively represent their area-geographically, culturally, realms of skills and experience</p> <p>Know and demonstrate the values of the community – both in how members represent TLCPCP and in the way they work together</p>	<p>Reply in a timely way to request extensions on actions with timeframes that cannot be met</p> <p>Determination of a prudent reserve “red flag” level in collaboration with Treasurer</p> <p>What, how and when to represent these perspectives</p>	

Chair Core Responsibilities	Chair Judgment & Creativity	Chair Not Responsible
<p>Provide at least semi-annual updates to TLC via listservs on the state of the organization</p> <p>Appoint committee chairs, and topic area leads</p> <p>Ensure Mentor meeting at Annual Gathering</p> <p>Ensure Board Liaisons to one or more committees</p> <p>Ensure a Board retreat</p> <p>Ensure quarterly Board meetings</p> <p>Write and deliver annual chairperson’s report at the Annual Gathering</p>	<p>How we’re doing as a Board, etc.</p> <p>Items for Board agenda</p> <p>Quarterly Board meeting calls-determine what to report</p> <p>Develop communication plan</p>	

Board Donut

Vice Chair Core Responsibilities	Vice Chair Judgment & Creativity	Vice Chair Not Responsible
Stand-in Chair in Chair's absence Liaison to Gathering Committee		
Treasurer Core Responsibilities	Treasurer Judgment & Creativity	Treasurer Not Responsible
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	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	Account totals Fundraising
Secretary Core Responsibilities	Secretary Judgment & Creativity	Secretary Not Responsible
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		For completing the actions of the Board
Staff Position Core Responsibilities	Staff Position Judgment & Creativity	Staff Position Not Responsible
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 than 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.
 - * Putting work on my calendar helps me to set aside the time needed to do it.
- I lose the balance between work and life, gentle reminders are helpful. Remind me that it is OK to say no.



Helen Sanderson

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 down in details



Shelley Dumas

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 Wheeler

What Board members like and admire about Paul

- Open-minded
- Solid and grounded
- Wise
- Structure
- Driven but keeps things funny and light-hearted
- Paul is inspiring
- Articulate
- Passionate
- Sensitive
- Smart/wise
- Professional
- Great speaker Funny
- Value everyone
- Risk taker
- Visionary
- Honest
- Good listener
- Dedicated
- “My Mentor”
- Cheeky
- Challenger
- Teacher

What is important to me as a Board Member

- I believe we are part of a paradigm shift in which we’re glimpsing the possibility that we support people to live the lives they choose rather than us telling others how to live
- What we’re about is much deeper than techniques, tools, and skills
- The Board must champion the process of bringing about this envisioned change spending time on vision and big picture issues
- Working as part of a team
- That there’s a balance of complementary strengths and approaches among Board members
- Understand I’m a visionary and implementation is not my strength
- I need to collaborate to get things done
- My need for process must be recognized
- Being listened to
- Open and honest communication
- I’m passionate about governance
- Clarity of roles both within the Board and the organization

Best support for me as a Board Member

- Be open and honest in communication
- Board members need to understand and commit to good governance
- Be open to the things that are important to me
- Surround me with people whose strengths compliment my weaknesses
- Understand I don’t spend full time on Learning Community “stuff” (I have a very full time job) – use me for my strengths and leave me alone to do the rest of my work
- 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
- Make sure I have many challenges (I bore easily)



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 Watson

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 – using the range of tools we have available to us to ensure our meetings are positive and productive
- Connecting with other board members & knowing who it is that I'm working with
- That we embrace difficult conversations, contribute honestly and listen openly

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 things 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. - give me a deadline though!



Bill Allen

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. I keep asking what can I bring to the table? What skills and strengths are needed? Do I still have them?
- A sense of accomplishment as a board member and an organization.
- That we continue to struggle with board composition (for example, people with disabilities).
- Develop a stable financial base for the organization.
- Moving from a loose knit to a more formal and yet flexible, international organization.
- Fairness and clarity about expectations and how to apply them.
- Everyone's honesty and openness when discussing difficult topics.
- That we are seen as an involved board and always striving to learn how we can be most helpful to the community of learners.

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.
- Even though I know process is important and I can lead it, I am sometimes reluctant to participate in it. Give me a few minutes to warm up to the idea.
- Speak directly into the clown head, don't expect me to intuit if you need something from me.
- I'm good at writing lists of my responsibilities, but sometimes I need a reminder of deadlines.
- Help me figure out ways to use my strengths and talents to support the board and the work of the Learning Community.
- I tend to get excited about possibilities and need support in thinking through all of the implications before I act.

Indicators of Success and Action Steps for the Board 2010-2012

Indicators	Action Steps	Completed By
We have a 20 Year Vision	<p>Gatherings held through December 2010 will be asked to review and add to the vision drafted by the Board, which is:</p> <ul style="list-style-type: none"> • We are seen as a place having a focus of sharing and growing learning • We have income and a staff person • We have enough formalized organization to cross reference learning so that learning flows back and forth • There is a ground swell of learning and a cadre of elders • People can build a plan no matter who or where they are • We are leaders in supporting people to live successfully in their communities • We are leaders in exploring new living communities • There is a lasting honoring of Michael Smull • TLC is the hub of worldwide learning • We are the disseminators of learning and the testers of learning • Our model of sharing learning has become just how things are • Everybody's learning is valuable. We are still engineers-we are practical-but we are seen as architects as well • We retain our uniqueness without being elite • TLC is the gatherer, refiner, repository of learning 	December 2010
Gaining clarity on attribution and shared learning	Michael Steinbruck will write a statement regarding attribution for the website.	July 2010
Greater Board visibility	<ul style="list-style-type: none"> ▪ Paul Wheeler will write a statement for the website on how we collaborate – how we are purposeful and intentional about collaboration ▪ Michael Steinbruck will do a key with short descriptions: PCThinking; PCPlans; ELP; Plan Facilitation; and other (FLP, FPT, PPT, PPAhead, PCReviews) ▪ Michael Steinbruck puts the new PPTogether in the Trainers Lounge 	August 2010
Continued quality and support for Mentor Trainers	<ul style="list-style-type: none"> ▪ Bill Allen will construct a survey for Mentors to determine what supports they have and what they need from TLCPCP. ▪ Paul – as liaison- will ask the Credentialing Committee to develop criteria for Mentor Trainers as the current criteria expires in July. 	May 2010 June 2010
A communication plan for the Board	<ul style="list-style-type: none"> ▪ Bill will develop and send out surveys. ▪ Bill will post the Treasurer's report quarterly. ▪ Board members will post to Facebook monthly. 	July 2010 July 2010 Ongoing
A sound financial plan for the board	<ul style="list-style-type: none"> ▪ Michael will complete an analysis of benefits vs. risks/non-benefits of having a staff person ▪ Board will determine alternative ways to raise funds (e.g., market/sell products, write grants, enlist interns) ▪ Board will set aside funds to revamp the website (e.g., Reading Room and Trainer's lounge, sort information from Gatherings, move some documents from Trainers' Lounge to Reading Room) 	August 2010 August 2010 September 2010
Clarity on role of future Gatherings	<ul style="list-style-type: none"> ▪ Board will develop a statement of expectations to include: <ul style="list-style-type: none"> ▪ Attendance of a Board member ▪ Board member participation from planning to Gathering ▪ Information CD ▪ Evaluation data 	September 2010
Updated Board Plan	<ul style="list-style-type: none"> ▪ Bill will make the necessary revisions and additions to the Vision, Actions Plan, etc. 	June 2010