

Guidelines for Governance: The California Afterschool Network

Network Mission and Vision

Mission

To provide out-of-school time practitioners, policy makers, and advocates with the resources and tools necessary to build high quality out-of-school time programs in California.

Vision

California boasts an abundance of high-quality out-of-school time opportunities that enable youth to maximize their potential.

Network Goals

Goal 1: Serve as a catalyst for high-quality out-of-school time programs

The California Afterschool Network supports and promotes high quality out-of-school time programs throughout California by providing information and resources to after school practitioners, advocates, and community members to advance high quality after school programs.

Goal 2: Convene after school stakeholders and develop new after school leadership

The California Afterschool Network provides multiple forums for out-of-school time stakeholders to build knowledge, skills, and leadership on issues affecting the out-of-school time field.

Structure and Components of the Network

The California Afterschool Network shall consist of the following components:

The Leadership Team shall be the primary governing body, responsible for leadership, policy direction and coordination among the committees and Network participants. The Leadership Team shall have two standing committees.

The Executive Committee shall be empowered to represent the Leadership Team and make time-sensitive decisions on their behalf between meetings of the Leadership Team.

The Nominating Committee shall identify and nominate new members for the Leadership Team as vacancies arise.

Working Committees to be formed as needed are composed of Network participants who volunteer to carry out the duties of the committee.

Participation in the Network: Network membership levels and benefits

Subscribers

Network subscribers receive free bi-monthly access to information regarding current after school policy, funding opportunities, resources to build quality, as well as current after school news, events, and research. Subscribers also have full access to resources on the Network website.

Members

Network members actively participate in Committee activities and Network projects. Members represent the voice of the field and inform Network staff regarding Out-of-School Time issues and concerns. Members receive the benefits of subscribers as well as opportunities for networking and resource sharing in common areas of interest.

Leaders

Network leaders serve on the Executive Committee, or the Leadership Team. Leaders apply to serve on the Leadership Team and are nominated by the Nominating Committee to serve a three-year term. Leaders assist the Network in developing a strategic plan, adhering to the mission and refining/fulfilling organizational goals. Network Leaders receive the benefits of subscribers and members and have a voice in the direction of the Network.

The Role of the CAN Director

The CAN Director provides strategic guidance, vision, leadership, and program management for the Network and its committees. The CAN Director receives guidance from the Network Executive Committee.

The Role of the Fiscal Agent

The Center for Community School Partnerships at the University of California, Davis, School of Education serves as the fiscal agent for the California Afterschool Network (The Network). The Network operates as a separate program governed by the Leadership Team. The Fiscal Agent serves a dual role: 1) to provide fiscal and administrative support; and 2) to serve as the University's representative and liaison.

Administrative Services and Support

- Provides for the use of office space, furniture, office equipment, telephones, conference calls and video conferencing, copying, and computers.
- Provides accounting and payroll support, and is accountable to the University of California for all Network fiscal transactions.
- Processes and executes all contracts, grants, purchase orders, and credit card orders. Ensures deliverables and reporting requirements are fulfilled.
- Provides all Human Resources services and adheres to University of California policy and procedures for hiring, benefits, promotions, and performance evaluations.
- Oversees and monitors supervision, hiring and performance evaluations of the Network staff by the CAN Director, and is responsible for hiring, supervision and performance evaluation of the CAN Director. The fiscal agent will consult with and seek input from the Executive Committee concerning the annual staff review process.

University Representative and Liaison

- Represents the University as a non-voting member of the Network's Leadership Team and Executive Committee.
- Serves in a liaison role between the Network and other University entities including the Office of the Vice-Chancellor for Research, Business Contracts, News Services, Government Relations, Campus Counsel, the School of Education and other campus units.
- Works closely with the CAN Director to provide a seamless, effective liaison between the Network and University and external agents including funding organizations, agencies, schools, districts, and community organizations.

Separation from the University and establishing a new fiscal agent is possible upon a 2/3 vote from the Leadership Team

The Leadership Team (Purpose, responsibilities, guiding principles)

Purpose

The Leadership Team is the primary governing body of the California Afterschool Network. The Leadership Team is responsible for providing leadership, strategic direction and support to the committees and participants in the California Afterschool Network.

Responsibilities of the Leadership Team

- Carry out the mission and vision of the California Afterschool Network; establish and monitor the Network's structure and policies.
- Develop and implement a strategic plan to guide the work of the Network.
- Oversee and coordinate operation of the California Afterschool Network through its standing committees; establish new committees and task forces as needed.
- Determine the Network's annual agenda of activities regarding afterschool issues, and provide information to Network participants, the California Department of Education and other key groups. (The Network does not lobby or sponsor legislation.)
- Chair/serve on/provide liaison to the Working Committees, and other working groups or task forces that may be established
- Promote the California Afterschool Network, and seek to expand participation in the Network.
- Communicate Afterschool Network participants' concerns, issues and ideas to the Leadership Team. In turn, ensure that information is regularly communicated to Network participants, and that
- Network participants are provided regular opportunities to provide input on, and discuss issues through forums, on-line surveys and other communications channels.
- Attend Quarterly Leadership Team meetings with at least 75% attendance and no more than one unexcused absence per fiscal year. In the case where attendance is not a possibility, Leadership Team members may send a non-voting representative in their place.

Leaders do not hold the duty of a trustee; the duties of fiscal agent are handled by the Center for Community School Partnerships of the CRESS Center, UC Davis School of Education

Guiding Principles

What principles or tenets if any do you want the group to work within?

- Recognize and honor the breadth of programs provided by Network participants
- Respect diverse viewpoints
- Seek input on issues and policies from Network participants on a regular basis.
- Never compromise the fiscal integrity of the Network

The Leadership Team (Membership, leadership, terms)

Membership

The Leadership Team includes at least 20, but no more than 30 Network leaders not including ex officio members representing a comprehensive and balanced cross section of statewide organizations and sectors, as well as the breadth of the state's geographic and ethnic diversity. Leadership Team members may represent:

- State agencies, including the California Department of Education and other agencies providing funding or services to afterschool programs such as the, Office of the Secretary of Education, The California County Superintendents Educational Services Association (CCSESA), The Association of California School Administrators (ACSA), California School Boards Association (CSBA), California Department of Public Health, Public safety, Law enforcement or probation.
- Afterschool associations, intermediary organizations and consortia
- Afterschool coordinators, administrators and technical assistance providers
- Public and private, large, medium and small afterschool providers
- Local Education Agencies (LEAs) that are CDE ASES/ 21st CCLC Grantees.
- Non-profit organizations supporting afterschool opportunities for children, youth and families
- The California Afterschool Network Director (ex officio)
- Higher education
- Parents, Parent Teacher Association (PTA), and youth
- Philanthropic organizations

Leadership

The Leadership Team will be co-chaired by two Leaders, elected by majority vote of the Leadership Team. The co—chairs shall be elected for three-year terms, and may serve two consecutive terms, if approved by the Nominating Committee. If a co-chair position becomes vacant before his or her term has expired, the vacancy may be filled for the remainder of the term by majority vote. The Co-Chairs will preside at meetings of the Leadership Team, co-chair the Executive Committee, offer input to annual staff review process, and carry out other duties as requested by the Leadership Team. The Co-Chairs may be removed by a majority vote of the Leadership team at a meeting where there is a quorum present.

Terms of Office

Leaders shall serve a term of (3) years, and may be re-elected for one additional term. The terms shall be staggered so that one third is elected each year. Leaders selected to fill a vacancy holds office until the term of the individual they are replacing has expired. A Leader's term on the Leadership Team supersedes all other possible terms or limits. Leaders representing state agencies are exempt from the term of office requirements. Once seated, these individuals serve without term limitation. Leaders from state agencies will serve in an ex officio capacity on the Leadership Team. In the case of a leader changing positions or retiring, the Nominating Committee will consider the individual's new position related to after school, their depth of knowledge and perspective on after school, their commitment level, current representation need and Leadership Team input in deciding whether or not the individual will remain on the Leadership Team.

The Leadership Team (Election, compensation, resignation, and removal)

Election

Leaders shall be elected by a majority vote of the existing members of the Leadership Team. The Leadership Team shall appoint a Nominating Committee (see committees of the Leadership Team) to recommend names for election to the Leadership Team.

Compensation

Leaders shall serve without compensation for their services. However, it is possible that Leaders may receive reimbursement for travel for Leadership Team meetings if they are unable to attend a meeting due to lack of travel reimbursement, in which case, such costs will be reimbursed by the Network. Leaders that receive reimbursement must have prior approval from the CAN Director. In addition, Leaders are not precluded from serving the Network in other capacities, and receiving reasonable compensation for such services.

Resignation

Any Leader may resign at any time by notice in writing to the Leadership Team.

Removal

Any Leader may be removed from office for conduct detrimental to the interest of the Network by a majority vote of the required quorum at any regular or special meeting called for that purpose.

Leadership Team Standing Committees

1. Executive Committee

The Executive Committee shall consist of the Leadership Team Co-Chairs, the representative of the California Department of Education, the Executive Directors of the Afterschool Network and the Center for Community-School Partnerships (ex officio) one liaison from each of the Standing and Working Committees, selected by committee members and, at the discretion of the CAN Director, one at-large member. The Leadership Team co—chairs will also co-chair the Executive Committee. The Executive Committee shall be empowered to represent the Leadership Team and make time-sensitive decisions on their behalf between meetings of the Leadership Team. Members of the Executive Committee shall serve terms of 3 years or for the balance of their Leadership Team Term. The Executive Committee shall work closely with the CAN Director to carry out the work of the Network. The Executive Committee shall report its activities to the Leadership Team at each Leadership Meeting.

2. Nominating Committee

The Nominating Committee, consisting of 5 members of the Leadership Team, identifies new leaders within the network, and nominates them to serve on the Leadership Team as vacancies arise. Nominating Committee members shall be appointed by the Leadership Team for two-year terms and be representative of the members of the Leadership Team. The Committee will:

- Monitor the Network participants serving on the Leadership Team to ensure that a representative cross-section of the afterschool field is maintained: geographically and by ethnicity; among public and private programs; and among state agency representatives, intermediary organizations, program providers and program operators, parents and youth.
- As vacancies arise on the Leadership Team, notify network participants of the vacancy and representation needs, and request nominations from the after-school field.
- Maintain a pool of interested candidates for the Leadership Team.
- Review and approve requests by Leadership Team members for a second consecutive term.
- Identify and develop new leaders for the Afterschool Network.
- Nominate new members to the Leadership Team on behalf of the
- Afterschool Network
- Forward slate of nominations to the Leadership Team for voting

The Nominating Committee will elect two co-chairs from amongst participating members who shall serve with two-year staggered terms. Nominating Committee Co-Chairs will be appointed by the Executive Committee. Nominating committee members will serve one term only. One co-chair of the Nominating Committee will serve on the Network Executive Committee. The co-chairs will establish meeting agendas, dates, times, and locations, in consultation with the Executive Committee and Network Staff, and report directly to the Leadership Team and Executive Committee. Meetings of the Nominating Committee will be held as needed, either in-person or by conference call. Meeting notices/agendas will be e-mailed to all participants a week before each meeting. Notes or minutes from each meeting will be taken by members of the Nominating Committee or Network staff, and e-mailed to all members of the Committee.

Working Committees

Creation of Working Committees

Working Committees are established by the Leadership Team to carry out the work of the Network.

Charter and Workplan

Each working committee is responsible for developing an annual charter and workplan, identifying a vision, guiding principles, goals, short-term and long-term strategies and activities, outcomes, membership and other details of their work.

Membership

Membership on any working committee is open to all interested participants through an on-line sign-up process. Network staff will update committee rosters and email lists regularly. Updated Committee rosters will be available on the Network website. Standing committees may, at their discretion, form steering committees whose members are expected to participate in all meetings either in-person or by conference call.

Committee Leadership

Working Committees are co-chaired by Committee members. Co-chairs should represent different parts of the state and different types of programs or organizations. Co-chairs are elected by the Committee and/or through Leadership Team or Executive Committee appointment. Co-chairs shall serve for two-year, staggered terms, with one co-chaired elected each year. In case of vacancies, if there is more than six months remaining in the term, committee members will elect a new co-chair to complete the term; if there is less than six month, the Executive Committee shall appoint a new co-chair from among the members of the Committee.

Co-chair Responsibilities

The co-chairs will, in consultation with each other:

- Call committee meetings and design meeting agendas
- Chair committee meetings
- Represent the committee on the Leadership Team/Executive Committee
- Work with Network staff to ensure that committee information is regularly communicated to Network participants, and that Network participants are provided regular opportunities to provide input on, and discuss issues through forums, on-line surveys and other communications channels.

Meetings

Meetings (in-person or conference call) will be held once each quarter, and more frequently as needed. Meeting notices/agendas will be e-mailed to all participants a week before each meeting. Notes or minutes from each meeting will be taken by committee members or Network staff, and e-mailed to all members of the committee and to the Leadership Team and Executive Committee.

Network Communications

Website and Electronic Newsletter Content Communications Statement:

The Statement below will be utilized on the Network Website and Listserv to illustrate the Network's role as a provider of information.

The content provided is for informational use of California Afterschool Network participants and is not necessarily endorsed by the Network.

Other Provisions

Effective Date

These Guidelines for Governance of the California Afterschool Network shall be effective July 1, 2010.

Amendments

The Governance Guidelines may be amended by a 2/3 vote of the Leadership Team