

## Roosevelt Consensus Workshop Agenda

Room setup: Tables. Groups of 4-5.

Supplies: Flip chart. Sticky Wall. Blank sheets of paper. Markers. Dots. Name tags.

Mission/Vision document

:00-:10 Introduction of individuals and self

:10-:15 Set the Stage: Why are we here and what do we hope to accomplish. We're here because as we wrap up the capital campaign and think about the future of the Roosevelt Foundation, particularly in light of Kari's departure, it's important for us to consider the next iteration of our staffing. We have discussed how we might do things differently and we are at a pivotal point to be able to make some of these changes a reality.

Thank you to those of you who were able to complete the survey that was emailed out. It helped frame the document on your table and provide insight into the various perspectives around the tables. I have also met with some of you individually to get a better sense of what you see as important as the Roosevelt Foundation continues to evolve. Those conversations helped highlight the positive elements that are working well and the gaps as you continue to grow. Tonight, we are going to work more intently on narrowing down what is going to be needed to effectively run the Roosevelt Foundation as a whole. If we get time, we will also start to break these into staff and board responsibilities, but we very well might not get to that point tonight. OK, let's get started.

On the sheet in front of you, you will see the Mission/Vision document (compilation of the survey) to frame our conversation. These are not to be disputed or discussed. They likely need to be revisited, however, for our work together, they provide enough of a frame for us to move forward. It's important to keep these elements in mind so we are true to the work that the Foundation is designed to do. This document also includes identified tasks as they were revealed in the follow-up conversations that took place.

:15-:25 The elements listed on the sheet are fairly vague intentionally. There may be elements that you identify with and others that you see as less important. Please take a moment and read through the document. Let's answer any initial questions you might have.

:25-:30 What of the staffing elements stands out to you? Underline your top five from this list.

:30-:45 From your perspective as a board member who might be employed with an outside entity, what is missing from this list? These are things that you may be doing that nobody else knows about or that you see in other entities that need to be considered (HR, IT, Compliance, etc). As folks finish up, move them into their groups.

:45-:50 Between the staffing elements underlined and the secondary list of what you might do that is imperative, but no one else might not know about it, identify your top 8-10 that you feel comfortable sharing in a table group as key to moving forward.

:50-:55 Now that you have your list of priority requirements, I want you to meet up with the others that have the same colored dot on your name tag.

:55-:15 In your table group, identify your top 10-12 priorities for the Foundation. Once you have identified your top 10-12, write each on a separate piece of paper and identify a spokesperson.

:15-:35 Report out your top 10-12 and stick them on the wall. Underline the key ideas as words are stuck on the wall. As ideas are duplicated, simply group your sheet with the others already on the wall.

:35-:50 Let's group what we are seeing. Name the groupings.

:50-:00 OK, we have created the large document. The next step is to identify which of these are staff vs board responsibilities. Some will be both. After tonight, I will work with Kari and the Executive Committee to review other job descriptions to ensure we have captured all potential gaps, identify the amount of time each element may take, and then we will be pulling together a job description(s) for circulation to the Board. The goal is to hire Kari's position by xxx date and begin to transition staffing of the Foundation.

Your board, up until now, has been designed as a working board, with the board taking on the majority of the tasks and the contracted staff keeping the wheels on the bus. With only one staff person, this is not changing. In fact, it may become more necessary for everyone to step up to the plate. I would add one of the primary responsibilities of a staff member is to keep the board moving forward.

Your board sets policies and strategic direction.

Your staff helps to guide the board and serves to enact the policy directives.

Before you leave tonight, you have two tasks:

- 1) I want you to take the dots in your hand and identify which of these items you see as board vs staff responsibilities or both (Identify on flip chart paper which dot is which).
- 2) Also, please write on the flip chart paper which of these duties you would feel most comfortable contracting out. List no more than 2.

I won't keep you over your set time. Once you have completed those two tasks, you are free to go.

END OF CONSENSUS WORKHOP

Next steps:

Smaller group: comparison of the compiled items to a comparison of other E.D. or Program Manager job descriptions. What's missing?

How would you want time to be broken down?

Board training – stems from the board responsibilities elements.

Help them work through who can create various documents and serve as contractors.