

Hartford Foundation Nonprofit Support Program
Board Leadership Program – Fall 2019
Follow-Up Consultation

The workshops will raise issues that may be of particular interest to your organization. The consultation will provide the opportunity to further discuss and address these issues with the help of a consultant. The goal is to help take your board to a new level of excellence by putting in place some of the practices discussed during the workshops. The cost of the consultation will be absorbed by the Hartford Foundation's Nonprofit Support Program. There is no obligation to participate. However, if you decide to participate, you must adhere to the guidelines listed below.

Scope of Project

Each agency will have access to a maximum of 35 hours of a consultant's time. Please keep in mind that the consultant's time with you could include: a) prep time, e.g., reading background materials or obtaining background information on your board and/or organization, b) telephone conversations with the executive director and/or board members, c) face-to-face time, e.g., attending board meetings, facilitating discussions with staff and board members, d) wrap-up time to discuss the outcomes of the project and help the board determine future action steps.

Part 1 – Planning the project The first 3-5 hours with the consultant should be spent identifying the most appropriate project, defining the project and its objectives carefully, determining outcomes for the project, and outlining how your time with the consultant will be utilized.

Part 2 – Implementing the project The remaining time should be spent executing the project and determining action steps for maintaining momentum once the consultation is over. Depending upon your project, you may not require all 35 hours of consulting time.

After you complete this project, if you are interested in continuing your work with the consultant, you may apply for a Technical Assistance Grant (TAG) to continue your work.

A few examples of potential consultations include, but are not limited to:

- Draft or revise a board expectations statement / agreement and develop a plan for implementation
- Facilitate board planning session(s) to reach group consensus on critical governance issues and set action priorities for the board
- Engage the board in a board self-assessment and follow up
- Revise or begin working on a board evaluation process
- Create a plan to incorporate diversity, equity and inclusion practices into your board's work
- Review and update your committee structure and functioning
- Create a Governance Committee and a set of committee responsibilities to help organize and guide the board's work
- Develop a board orientation manual or revise an existing manual
- Update by-laws to more accurately reflect the work of the board
- Revise or begin working on board conflict of interest policies

Selecting a Consultant

Please select one of the following consultants:

Bios for each consultant are in your notebook.

Read through the consultant bios and select a maximum of three consultants that seem to be a good fit for your organization. Call those consultants and briefly discuss your project idea with them. Based on your conversations, select a consultant, and schedule an initial meeting with the consultant.

Timeframe & Deadlines

1. E-mail Meher at mshulman@hfpg.org by **December 6, 2019** to let her know which consultant you have selected.
2. After your initial meeting with the consultant, complete the Consultation Application and send it along with your consultant's written scope of work to Meher no later than **January 14, 2020**.
3. Complete your project and submit the Final Project Report by **May 29, 2020**.

If you have any questions, please contact Meher Shulman at (860) 548-1888 x1047 or mshulman@hfpg.org.