



Ohio Afterschool Network Governance Guiding Principles

The Ohio Afterschool Network supports children, youth, families, and communities by advocating and building capacity with a unified voice for sustainable investments in safe, healthy, and nurturing afterschool experiences.

The Strategic Leadership Team (SLT) is a governing body of OAN, providing leadership, strategic direction, meaningful linkages and focus that enable OAN to make sustained and high-impact contributions to OAN's mission.

SLT Functions

- Overall oversight to the policy and governance decisions of OAN
- Assist in identifying funding for continuation of OAN
- OAN and SLT-member recruitment, ensuring that the perspectives of major afterschool stakeholders and policy makers are represented on the SLT
- Develop and/or approve strategic communication and marketing strategies
- Establish the mechanism for implementing system change, selecting committee chairs, approving committee plans.
- Based on committee, ad-hoc group or other progress, new information or learnings, the SLT may redirect or modify activity and may change priorities at any time within funding guidelines/stipulations.
- Establish and monitor the formal understanding of the relationship and responsibilities with OAN's fiscal sponsor.
- Establish self, programmatic and staff evaluation/review criteria and evaluate these aspects of OAN annually

SLT Member Responsibilities

Participation

- Active participation on the SLT implies the responsibility of each member to support and uphold OAN's mission and focus and assume the same of all SLT members. However, each active participant reserves the right to represent the interests of one's respective organization/affiliation outside of direct involvement with the efforts of OAN.
- Attend at least 50% of all scheduled meetings in which member is eligible to attend per year of term and actively participate
- Identify, with consultation from members and other coalitions, topics and content for OAN SLT meeting agendas, OAN membership meeting agendas and/or policy items of note
- Participate on standing committees or otherwise actively contribute to OAN work
- Share information on issues or activities that may affect the mission and focus of OAN at SLT meetings or through other means of communication

Decision Making

- Promote a simple majority decision-making process that is fair and open, allowing adequate time for discussion of all viewpoints. In the event a vote is required, members of the SLT shall be given advance notice allowing for the opportunity to cast their vote prior to the deadline. Members do not need to be present to cast their vote, as long as the vote is received by the designated deadline. Votes from the SLT Chair and SLT Vice-Chair shall be required for action on resolutions in meetings.
- Participate and listen actively in the decision-making process by asking questions to clarify and understand any business before the SLT and speak openly and honestly sharing their point of view during the discussion

- Once decisions are made, member shall inform the SLT if member intends to promote another position within the member's constituency
- The SLT may appoint ad hoc and standing sub committees by majority vote for purposes it determines necessary

Advocacy / Collaboration Efforts

- Represent the perspectives of and speak on behalf of OAN with constituencies, policy-makers, funders or advocates
- Work effectively with a diverse group of networks, organizations, and individuals to build coalitions and partnerships at local, regional and/or statewide levels.
- Participate in and promote advocacy activities, including but not limited to: meetings with legislators, legislative site visits, meetings with state departments and/or the Governor's office, outreach to business leaders and other allies, giving testimony, garnering endorsements and other support, and building local and state public and private support for expanding and sustaining high quality afterschool opportunities.
- Lend their name and/or name of their organization to OAN materials

Funding

- Involved with decisions related to soliciting and spending funds per the understanding with the fiscal sponsor and within funding guidelines/stipulations.
- Assist in the process of finding, applying for, and securing funding to continue the efforts and operations of OAN.

SLT Membership

Standing State Organization Representation

State employees from each of the following are appointed by the SLT, involved in and serve in an advisory role to the work of OAN. No voting privileges

- Ohio Department of Education – Center for Students, Families and Communities
- Ohio Department of Education – Center for Early Childhood Development
- Ohio Department of Job and Family Services
- Ohio Department of Health / Mental Health
- Ohio Department of Youth Services
- Ohio Department of Alcohol & Drug Addiction Services
- Governor's Office, Family and Children First Council
- Governor's Office of Faith-Based and Community Initiatives

Standing Organizational Representation

One vote per organization on SLT

- Ohio Afterschool Association
- Child Care Resource & Referral Agency - Afterschool Initiative
- Ohio Action for Healthy Kids
- Ohio Association of Child Care Providers
- Ohio Association for the Education of Young Children

Standing Regional Afterschool Provider Representation

One vote per organization on SLT

- Northwest Regional Afterschool Provider
- Northeast Regional Afterschool Provider
- Central Regional Afterschool Provider
- Southwest Regional Afterschool Provider
- Southeast Regional Afterschool Provider

Community Representation

One vote per organization on SLT

- Advocacy Sector – Education

- Advocacy Sector – Prevention
- Advocacy Sector – Family
- Northwest Regional (Afterschool) Funding Sector
- Northeast Regional (Afterschool) Funding Sector
- Central Regional (Afterschool) Funding Sector
- Southwest Regional (Afterschool) Funding Sector
- Southeast Regional (Afterschool) Funding Sector

Standing OAN Sub-Committee

One vote per committee on SLT

- Chair of Policy & Funding
- Chair of Standards & Quality

Ex-Officio

- Fiscal Agent – *no voting privileges*
- Voices for Ohio’s Children – *no voting privileges*
- Consultant with Voices for Ohio’s Children – *no voting privileges*
- Past OAN Chair- *voting privileges*

Staff

No voting privileges

- Director
- Associate

The membership of the SLT will be restricted to the above state departments and trustee/members excluding staff, unless the SLT decides to extend the membership size.

In addition to individuals serving on the SLT, communities, such business leaders, funders, public officials, educators, and afterschool stakeholders will be invited to serve in an advisory role, lending their expertise and influence to the issues of afterschool. As **Allies of OAN**, they will be engaged as needed to further the mission of OAN. Individuals representing these communities will not have voting privileges. However, if at any point individuals representing these communities wish to be more involved and demonstrate an increased level of participation, the SLT can by simple-majority vote add the organization as a Standing Organization Representation on the SLT.

The Ohio Afterschool Network is committed to being a diverse organization in its leadership and membership, recognizing the value of all people. OAN will strive for a balanced SLT membership that is geographically and demographically diverse, including many stakeholders and sectors involved in afterschool statewide.

SLT Member Selection / Terms

- Members of the SLT shall be approved by the OAN membership. The SLT Executive Committee or ad hoc nominating committee will recommend candidates to the members of the SLT to then develop an approved slate of candidates for approval by OAN membership. OAN Members may cast their votes (in-person or online) during a designated time frame. Candidates will be approved by a simple majority-vote based on the number of eligible votes received.
 - Candidates must be an OAN member.
 - Candidates may nominate themselves or be nominated.
 - Geographic, demographic, stakeholder, and organizational diversity shall be considered during the selection process.
 - Members of the SLT may also develop and administer an orientation process for new members of the SLT.
- Members of the SLT serve 3-year renewable terms. Terms of the SLT shall align with OAN’s fiscal year and be staggered so that one third is elected each year.

- Fiscal Agent, ODE representation and ODJFS representation (until the move the Child Care Bureau from ODJFS to ODE is complete) are exempt from term of office requirements, once seated these members serve without term limitations.
- Members of the SLT selected to fill a vacancy hold office until the term of the member they are replacing expires. Vacancies shall be filled with the SLT Executive Committee or ad hoc nominating committee's approval.
- If no new candidates for any or all SLT positions are available, the current member may with the SLT approval by simple majority, remain in position for an additional term.
- Any member of the SLT may, by notice in writing to the SLT Chair, resign at any time.
- Any member of the SLT may be removed from the SLT for conduct detrimental to the interest of OAN, including lack of participation, by a majority vote of the required quorum at any regular or special meeting called for that purpose. The member to be removed shall be entitled to at least 15 days notice in writing by mail or email of the meeting at which such removal is to be voted upon and shall be entitled to appear at and be heard at such meeting.
- Members of the SLT shall serve without compensation for their services or attendance at meetings. Members of the SLT will be responsible for paying necessary registration fees and/or membership fees to attend OAN Membership meetings unless speaking or state employee opting out of lunch.
- Establish process for selecting SLT participation, along with required ODE representative, at the Mott Annual Meeting, including attendance expectation, such as attend sessions, present if needed, and report back to SLT.

SLT Leadership

OAN will be led by a Chair and a Vice Chair, along with guidance from a chief advisor(s) representing state standing organizations and members of the SLT Executive Committee.

Chair of the SLT

- Must be able to be an active participant with all OAN issues and activities
- Must be filled by an existing SLT member and shall be elected by a simple-majority vote of the existing members of the SLT. The SLT Executive Committee will recommend candidates for election to be presented to the members of the SLT for approval and then shared with OAN membership.
- Candidates may nominate themselves or be nominated
- Will serve a 3-year renewable term that aligns with OAN's fiscal year
- Will serve on the SLT Executive Committee

Vice Chair of the SLT

- May be filled by an existing SLT member, but is also open to any current OAN member and shall be elected by a simple-majority vote of the existing members of the SLT. The SLT Executive Committee will recommend candidates for election to be presented to the members of the SLT for approval and then shared with OAN membership.
- Candidates may nominate themselves or be nominated.
- Will serve a 3-year renewable term that aligns with OAN's fiscal year
- May serve as chair of one of OAN's standing committees
- May fill in as Interim Chair of the SLT in the event the position is vacant
- Will serve on the SLT Executive Committee

State Standing Organization Chief Advisor(s)

- Shall be filled by an ODE representative and an ODJFS representative*
- Once seated serves without term limitations
- Ex-officio without voting privileges
- Oversees advisory role of all state organization representation serving on SLT
- Will serve on the SLT Executive Committee

Executive Committee of the SLT

- Shall be comprised of: OAN Chair, OAN Vice Chair, fiscal agent representative, chief state advisor (ODE and ODJFS representatives), one person representing all sector organizations, one person representing all regional afterschool providers, and chair of each standing committee (Policy and Funding and Standards and Quality). The membership of SLT Executive Committee will be restricted to these members unless the members of the SLT decide to extend the membership size of this committee.
- Provide recommendations, to the SLT for approval, related to soliciting and spending funds per the understanding with the fiscal sponsor and within the funding guidelines/stipulations
- Involved with the selection of the network director, offering recommendations and participating in the interview process
- Act in place and instead of the full SLT between meetings on all matters except those specifically reserved to the SLT.
- Recommend candidates for approval of the members of SLT and then OAN membership, preparing a recommendation slate of candidates.
- Review and approve request by SLT members for a second term.
- Monitor the participants serving on the SLT to ensure that a representative cross-section of the afterschool field is maintained.
- Review governance policies on an as needed basis proposing revisions to the SLT for a vote.
- Offer guidance, as needed, on contracts/budget decisions, as well as OAN's position on current issues per the understanding with fiscal sponsor.
- Selection/Terms: Positions filled by OAN Chair, OAN Vice Chair, fiscal agent, chief state advisors (ODE and ODJFS representatives) and chair of each standing OAN sub-committee are exempt from selection / term requirements. Positions representing all sector organizations and all regional afterschool providers will be appointed by the SLT by a simple majority vote for 3-year renewable terms. An ad hoc nominating committee comprised of members of the SLT must be formed to recommend candidates for election to the SLT Executive Committee, preparing a recommendation slate of candidates to be presented for SLT vote.

**Role of ODJFS representative as Chief Advisor and SLT Executive Committee member will remain active until the merger completion of the Child Care Bureau with the newly created Center for Early Childhood Development housed at ODE.*

OAN Standing Committees

The following standing committees are responsible for researching, recommending to the SLT and implementing initiatives and/or strategies that contribute to the mission of the committee and OAN. Standing committees:

- Are open to any OAN member.
- Members will serve one year with the option to renew participation each year.
- Will meet at a minimum of a quarterly basis either by phone or in person.
- Will have a Chair and Vice-Chair.
 - The Chair of the committee may be filled by a current SLT member or open to OAN members. The Executive Committee will recommend candidates to the SLT for vote to then be shared with OAN membership. Candidates may nominate themselves or be nominated. The Chair will serve on and be a voting member of the SLT and SLT Executive Committee
 - The Vice-Chair position may be appointed by the committee Chair and/or its members and/or the SLT members and is open to any OAN member.
 - The committee Chairs and Vice-Chairs will serve a 2 year-term.

Policy and Funding Committee: The purpose of this committee is to identify opportunities and develop and implement strategies that impact policy and funding which support high quality, accessible, affordable and fiscally stable afterschool programs, as well as sustain efforts of OAN.

Standards and Quality Committee: The purpose of this committee is to research and recommend efforts to improve the quality of afterschool program in Ohio.

Review of SLT Structure Policies

Changes in goals, state and community needs, and leadership may require the network to review, update and/or adapt its governance structure. Modifications can be made by a simple majority vote of the SLT on an annual basis or at any time deemed appropriate. The amendments must be provided in writing for the SLT to review.

OAN Membership

Ohio Afterschool Network members will represent providers, funders, educators, partners and other stakeholders. Members benefit from participation by learning about the latest trends, research, funding, best practices, and through networking with others across the state. Members are encouraged, though not required, to serve on committees, advocate for afterschool, and make other contributions to OAN and the field of afterschool.

A member is described as (one) individual with an active annual membership, who attends the quarterly meeting of OAN and who subscribes to its mission. Organizations may have multiple representatives within the OAN membership, each with an individual membership. A member must attend a minimum of 50% of membership meetings within the term of their active annual membership in order to have voting privileges. Members will be advised of their ability and requirements to vote. During open voting opportunities, members will be provided with information, instructions, and adequate time to cast their vote, if eligible.

Fiscal Sponsor

The Ohio Child Care Resource and Referral Association (OCCRRA), a nonprofit corporation; exempt from federal tax under section 501(c)3 of the Internal Revenue Code, located in Columbus, Ohio will be the fiscal agent for OAN. Serving as the employer of record for all OAN staff and fiscal conduit for revenues contributed to OAN. OCCRRA's fiscal management and human resource policies will apply to OAN funds and to staff employed by OCCRRA on behalf of OAN. Under the legal and fiduciary authority of OCCRRA, OAN operates as a separate program governed by the SLT in compliance with any grant or funding stipulations. OCCRRA, as the fiscal agent provides for:

OAN Administrative Support

- Office space, furniture, office equipment, telephones, conference calls, copying, staff support and computers.
- Human Resource and payroll services

OAN Budget and Funds

- As the legally recognized organization responsible for OAN funds, OCCRRA has authority to establish goals and objectives for OAN in keeping with the purpose of OAN and funding guidelines and stipulations. OAN must act within the financial policies established by and 501(c)3 status of OCCRRA
- Accounting services and maintenance of financial records for OAN in accordance with generally accepted accounting principles.
- Processing and executing all contracts, purchase orders, credit card orders, grants and contributions to be used for OAN, making those funds available to OAN

OAN Governance

- Participating as a non-voting member of OAN SLT and Executive Committee
- Working closely with the OAN Director to provide a seamless, effective liaison between OAN and OCCRRA and external agents.

The Ohio Afterschool Network Governance Guidelines are effective January 20, 2010.