

**STATE OF NEVADA
COMMUNITY SERVICE BLOCK GRANT PROGRAM**

Tripartite Board Standards
Revised January 2011

A	Board Responsibilities
1	Function as the governing board. (Public organization tripartite boards may function as an advisory board.)
2	Oversee all funding sources, including CSBG. (Public organization tripartite boards may limit oversight to CSBG only.)
3	Fully participate in agency planning, development, implementation, and evaluation including: <ul style="list-style-type: none"> • determining community needs • strategic planning and goal setting • establishing budget priorities • reviewing and approving financial statements and major financial transactions such as contracts and equipment purchases(non-profit CAA Boards only) • establishing fiscal policies and internal controls (non-profit CAA Boards only) • approving personnel policies (non-profit CAA Boards only) • approving development of new programs • establishing agency policies • monitoring agency performance through ROMA reporting, fiscal status reports, and other program reporting processes
5	Participate in board training at least annually. Board member attendance should be tracked.
6	Regularly attend Board meetings and sub-committee meetings. Agency tracks board member attendance. Board members that do not meet attendance requirements are removed.
7	Ensure that adequate fiscal controls are in place to effectively manage agency funding.
8	Ensure that sufficient information and reports are received from staff in order to make informed and effective decisions.
B	Board Composition and Structure
1	Agencies must have a minimum of 3 members composed of representatives from each of the required sectors. Larger agencies are encouraged to have more Board members up to a total of 18 members
2	1/3 of the board members must be low-income persons, or representatives of low-income members, who reside in the agency's service area. At least some of the agencies board members from the low-income are themselves low-income.
3	1/3 of the board members must be local elected officials or their designated representatives. Elected officials cannot serve on the Board in the "elected officials" category if they no longer hold office.
4	1/3 other representatives: clergy, businesses or business organizations, community organizations, schools, human service providers etc.
5	Selection of board members must be based on the needs of the agency in order to promote agency capacity building and community impact.
6	Board memberships must be consistent with the demographic make-up of the service area.
7	Subcommittees have been established as needed and are meeting regularly.

C	Selection Process
1	Board vacancies are filled timely.
2	The existing Board selects its membership in accordance with its by-laws. The by-laws specify the selection process or the Board has adopted a separate procedure for selection of Board members. (Public organizations must select board members with the concurrence of the Commission.) All new members are voted on by the Board.
3	A democratic selection process is used to select low-income representatives in order to insure that they are representative of the service area. This may include: a) election by ballot or at a community meeting or b) an individual designated by a low-income policy or advisory board such as Head Start policy council, neighborhood association, or similar board. The democratic selection process is specified in the by-laws or separate Board procedure.
D	Meeting Rules and Standards
1	The Board must meet as often as specified in the bylaws. Meeting frequency is sufficient to meet the needs of the agency. The Boards that oversee the smallest agencies must meet at least once each quarter.
2	The Board adopts/reviews by-laws annually. (Public organizations are permitted to have charters that specify Board procedures.)
3	The Board has established a conflict of interest policy and code of ethics.
4	Board packets include: an agenda, supporting documents and meeting minutes from the previous minutes.
5	The Board has established a procedure to allow groups that consider themselves to be underrepresented on the tripartite board to petition for adequate representation.
6	Meeting minutes accurately summarize Board meetings and record board member votes. Board minutes are approved by the Board.
7	Meetings are posted in accordance with the Nevada Open Meeting Law (public CAA Boards only).
F	Board/Executive Director Relationship
1	The Board establishes policy; the Executive Director recommends policy and executes board decisions.
2	The Board sets mission and performance targets; the Executive Director works to accomplish the mission and targets.
3	The Board and Director jointly evaluate agency performance based on reporting information.
4	The Board works through the Executive Director, not staff.
5	The Board reviews the Executive Director's performance annually (non-profit boards only).
G	Other Procedures
1	Board member job descriptions have been developed.
2	Board orientation includes: bylaws, CAA organizational information, audit, financial reports, program reports, CSBG application.