|  |  |  |  |
| --- | --- | --- | --- |
| **TIME FRAME** | **STAFF** | **BOARD** | |
| Prior to 9/2 (Start Date) | 1. Assign one person to compile the following list of documents and load them into a flash drive:   * Personnel Handbook * Org Chart * Operations Policies * New staff orientation documents * Board meeting minutes – past 6 months * Staff meeting minutes - past 6 months * PMC meeting minutes - past 6 months * LT meeting minutes - past 6 months * OTT meeting minutes - past 6 months * List of acronyms   2. Create a document that lists all the grants with reporting schedules (PMC and NHCADSV); state agencies; grant administrators with contact information  3. Prepare a map of member programs and names and contact information of each director  4. Create a calendar of meetings - Board, Staff, PMC, Leadership Team, National and other meetings for the next 6 months.  5. Copy the Budgets - FY 2013 and FY 2014  6. Prepare a copy of the Fiscal manual  7. Prepare a copy of Grant Proposals submitted to state and federal funders, including all current and proposed.  8. Contact Lyn and ask her how she wants to handle her phone.  9. Order Business Cards  10. Create a document that explains office operations. Explain parking, water, refrigerator, office hours etc. Send this to Lyn prior to Start Date    11. Remove all extra stuff from Lyn’s office.  12. Make sure the lap top is operational and updated.  13. Locate the keys to the desk and make sure they work. | 1. Resolve outstanding Budget or Membership issues related to the board.    2.Begin process of re-orienting as a governance Board.  3. Create a New Chair orientation process so that Lyn is not responsible for this. | |
| Day One | 1. Welcome lunch with staff  2. Orientation to office by Christine right after lunch.  3. Leave Lyn to set up her office | PMC Liaison greets Lyn with Board chairs. | Greet Lyn – Outgoing and incoming Chairs. Brief Lyn on important any important outstanding issues with significant implications that are time sensitive. |
| Week One | Lyn will meet with Staff. Lyn will want to know more about their jobs, talk about how their jobs relate to the PMC, the mission and other jobs in the organization. (To the extent possible – this is not a test!). | Send Lyn September PMC Agenda with enough time so that she can ask questions. | Check in on Thursday |
| First Month | 1. Orientation to fiscal systems including budget; accounts payable, accounts receivable; grants; cash flow and management; deadlines; and anticipated trends.  2. Create a list of grants managers and VIP’s who Lyn should meet, i.e. Sandi Mattheson. Assist Lyn by making introductions and setting up meetings.  3. Lyn will have a NERDS meeting the week of September 16th in Boston.  4. Lyn will begin her Listening Tour of the Member Programs. | 1. Resist the temptation to draw Lyn into existing issues and work. Allow her to observe the September PMC without creating a list of items for her to accomplish!  2. Begin thinking about what individual ED’s want to share with Lyn during her Listening Tour of all the Member Programs. | 1. Same as staff plus Finance Committee  2. Check in weekly  3. Plan for the Welcome Reception. Make it look a bit different from previous receptions and resist the temptation to fund raise. |
| Second Month | 1. NNEDV Roundtable the week of October 7  2. Continue to get to know staff  3. Continue to get to know stakeholders  4. Continue Listening Tour | Continue to welcome Lyn on her Listening Tour |  |
| First Year | 1. Lyn will understand internal operations; the basics of grant oversight and implementation structures; the budget; and the basics of how her work will flow.  2. She will be able to support public policy work but she may not be able to create public policy initiatives during her first session. She should be given plenty of face-time at the legislature, however as the ED and not a public policy director.  3. Lyn will be able to give a good fund raising speech with good guidance, and she will begin the process of meeting people who might become donors.  4. Lyn will gain an understanding of how programming works, and she’ll be able to offer support to the program team, however she may not be able to make substantive changes to the team or its operations. | 1. Lyn will be able to visit most of the PMC programs, depending on winter weather.  2. She will be able to take in information for analysis, but she cannot be expected to affect substantive changes related to grants administration, providing technical assistance and other operations during the first year.  3. Lyn will gain an understanding of funding flow and relationships and she’ll gain insights into how to work with state and federal funders. | 1. The Board will continue to fulfill its basic duties related to fiscal oversight (not management – this is Lyn’s job); Lyn will learn about how committees work and may have suggestions for how they might work.  2. Lyn will be able to assist the board chair in maintaining board discipline and scope. |
| Second Year | 1. Lyn will have relationships with staff and she will begin to make the changes she sees as being important.  2. She will gain an understanding of the cyclical nature of her job. She’ll be able to more fully support the public policy team, program team, development team and AVAP. | Lyn will be able to work with the PMC to make the changes in which the PMC is interested. She will be able to facilitate processes with the PMC and to work collaboratively to make changes. | Lyn will be able to begin to recruit Board members through her own connections. |
| Third Year | Lyn will be able to motivate change in a strategic way. She fully understand the organization and its operations, and how the staff fulfill the mission both individually and collectively. | Lyn will be able to sit as an equal at the PMC table and to work with the PMC to further the mission and goals of the coalition. | Lyn will be able to offer the Board it needs to make decision within its purview. |

**General Theme:** The arrival of a new Executive Director is both liberating and challenging. Obviously the organization and stakeholders have been holding issues which will be addressed by the ED for some time, and it can feel liberating to know that the ED is on board and can take care of these issues. The challenge is to understand that she ***cannot*** take care of long standing issues on her first day or week or month or even during her first year. Staff members, Board members and PMC members must be prepared to operate as they have been, and to work collaboratively with Lyn to support her assumption of duties as she is ready to take them on. Lyn is a fast learner and keen to fulfill the full potential of her new job, however it is very, very important that she does not become a dump for issues which the Board, staff and PMC have been grappling with for nearly a year. If she is afforded the chance to gain understanding and insight, she is more likely to not only make good decisions, but also to feel supported in her job.

**Priorities for the Near Future for the Organization (inclusive of the Staff, Board and PMC)**

Strategic planning

By Laws of the coalition

Conversations within the board on the role of the Board, its needs (governments documents and agreements) and a plan for shifting the board.

**Dates for Lyn to Put in her Calendar**

New Hampshire Center for Non Profits Leadership Summit – September 20th in Concord – MUST GO

Verizon event in Boston Red Sox – September 19

Quarterly Conference Call with OVW Leadership