



Pennsylvania 21st Century Community Learning Centers (CCLC)  
Statewide Advisory Board

**Member Selection, Roles and Responsibilities**

**Operating Structure**

The Pennsylvania Department of Education (PDE) established the 21<sup>st</sup> CCLC Advisory Board in 2002. Working in partnership with PDE, the Advisory Board offers advice and recommendations on departmental policies and practices that guide and influence 21<sup>st</sup> CCLC efforts across the Commonwealth. The Board also works to develop after school program tools and resources to strengthen the Commonwealth's 21<sup>st</sup> CCLC programs. The Advisory Board membership brings unique knowledge and skills which compliment those key individuals and departmental staff engaged in this work. The Advisory Board does not have formal authority and cannot issue program or administrative directives which must be followed.

The Advisory Board is comprised of 20-30 members with a leadership/steering structure called an Executive Committee to guide the organization and development of the full Board. The Executive Committee is comprised of the Co-chairs of the Board, PDE Representation, Chairs/Co-chairs of each subcommittee and representation from the Center for Schools and Communities for administrative support. The Co-chairs serve as the point of contact between the Advisory Board and PDE

The Board has an operating structure which includes standing (ongoing) or ad hoc (time-limited) subcommittees. The standing subcommittees handle activity that will last longer than a year, while short-term work of one to nine months is done through ad hoc subcommittees. The Executive Committee has oversight responsibility for all subcommittee work. Members of the Advisory Board are expected to participate on at least one subcommittee on an on-going basis. Subcommittees shall function with a subcommittee Chair/Co-chairs and 4-5 board members with the flexibility to engage others in subcommittee meetings. Subcommittee Chairs have oversight responsibility for defining and completing the identified subcommittee projects and tasks.

Ad hoc members selected for participation in subcommittee activity should possess a level of expertise not found with the existing Board/subcommittee members. This expertise should assist the subcommittee in accomplishing the identified purpose, tasks or desired outcomes. *(See CCLC Statewide Advisory Board Subcommittee Protocol)*

**Length of Service**

Individuals appointed to the Board serve a three year term of service and have the option to serve an additional three year term (maximum six years of consecutive involvement). Terms of service coincide with the start of the state fiscal year (July). Board members can withdraw from the Board at any time with written notice. Members, who complete the maximum years of service, become eligible for re-nomination to the Board after one year of no service. One third of Advisory Board members shall be replaced annually.



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**Attributes of Board Members**

Individuals, whose names are put forth for consideration to serve on the Board, shall possess practical program content knowledge and skills that will strengthen and advance Pennsylvania’s 21<sup>st</sup> CCLC Initiative. Board members up for consideration shall come from diverse geographic regions of the state and have a range of attributes, collective skills and experiences that will enable the Board to achieve its strategic goals. The attributes, skills and experiences of new members shall complement the goals and direction of the Board and the attributes of existing members.

The following is a list of attributes to be considered when suggesting an individual for possible appointment to the Advisory Board:

- Academic and/or research experience
- After school program content knowledge and/or experience
- Finance expertise or experience with program sustainability
- Knowledge and/or expertise working within educational/community settings
- Marketing/Sales/Fundraising expertise
- Mentoring experience
- Non-Profit or other statewide board experience
- Political/Advocacy experience
- Strategic partner contacts

**Board Member Selection and Appointment**

Board members shall be representative of the geographic cross section of Pennsylvania – rural, suburban and urban. They shall also characterize the state’s diversity (ethnic origin, culture, gender, age, etc.). Names of individuals nominated for appointment to the Board should be submitted for consideration by current board members, ex-officio members, PDE staff or by the said individual.

Those individuals nominating persons (or oneself) for appointment to the Board shall complete and submit a board nomination form and attach a copy of the nominee’s résumé. The nomination form includes a statement of intent/interest detailing why the individual would be a good candidate for inclusion on the Board and a list of the candidate’s skills and attributes. Candidates to the Board should have experience with after school programs and/or services. Direct involvement in 21<sup>st</sup> CCLC is strongly preferred. Nomination information on potential candidates will be submitted to the Center for Schools and Communities (CSC) for initial review by the Board’s Membership and Orientation Subcommittee. Those nominees who possess the appropriate skills and experiences will be interviewed by the Advisory Board Executive Committee for appointment to the Board.



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### **Board Member Responsibilities**

The 21<sup>st</sup> CCLC Advisory Board has established the following criteria for members who agree to serve on the Board:

- Regularly attends board meetings (2 minimum per year), with no provision for substitution at a scheduled board meeting.
- Stays informed about Board matters, prepares themselves well for meetings, and reviews and comments on minutes, reports and related program practices.
- Interacts with other board members and builds a collegial working relationship that contributes to consensus.
- Volunteers for and willingly accepts Board and subcommittee assignments and completes them thoroughly and on time.
- Actively takes part in the Board's strategic planning efforts.
- Becomes a liaison/voice to local, state and federal constituents at it relates to the mission and vision of 21<sup>st</sup> CCLC Programs.
- Participates in grant review process (if available).
- Attendance at local and/or state 21<sup>st</sup> CCLC meetings, conferences and professional development opportunities (if available).

### **Compensation**

21<sup>st</sup> CCLC Advisory Board members receive no compensation for their participation on the Advisory Board or its related activities/functions. Board members do qualify for reimbursement for lodging, meals and travel costs incurred when serving as a board member. (*see Travel Policy*)

### **Resignation**

If a board member is unable to fulfill his or her term of service and submits written notice of his/her resignation, the position can be filled for the duration of the term through Executive Committee appointment, upon approval of PDE. If a board member is unable to fulfill his or her responsibilities as a board member and does not resign, then the Executive Committee, after inquiry, shall ask the member to resign his or her appointment. Prior to action being taken, the Executive Committee will discuss with PDE their intent to ask the member to step-down. (*see Board Member Responsibilities*)

### **Statewide Resource Services and Administrative Support**

Based upon funding availability, PDE has contracted training, technical assistance and evaluation services to 21<sup>st</sup> CCLC grantees through the 21<sup>st</sup> CCLC Statewide Technical Assistance Center. The Center is comprised of three agencies - Allegheny Intermediate Unit (AIU), the Center for Schools and Communities (CSC) and the Pennsylvania Service Learning Alliance (PSLA). AIU provides evaluation services, while CSC and PSLA provide technical assistance and training to 21<sup>st</sup> CCLC grantees. Administrative support to the Advisory Board for completion of identified tasks, projects and meeting materials is provided through CSC.

Source: *PA 21<sup>st</sup> CCLC Statewide Advisory Board Orientation Materials*