**Proposed Scope of Work**

**Bradley Beale Elite Youth Basketball League**

**BOARD ASSESSMENT**

Utilizing the “Board Check-up” online assessment tool, Painefree consultants will administer and evaluate a comprehensive review of the Board’s current functioning and effectiveness. The tool measures strengths and opportunities in areas including clarity of the Board’s role; adequacy of the Board’s structure and processes; Board composition and ongoing development; Board culture; and leadership effectiveness. The survey will be sent to all Board members and key volunteers as identified by Board leadership. An introductory email will be sent to survey participants prior to sending the actual link to the survey, and at least one reminder will be sent to maximize participation.

**COLLABORATIVE ORGANIZATIONAL ASSESSMENT**

The Painefree team will engage in a Board and organizational assessment process comprised of the following steps:

* 90-minute planning meeting/interview with the organization’s president;
  + We will request some key documents to review as part of the process. (Financial statements, written policies & procedures, volunteer guidelines, planning documents, publicity materials, fund raising materials, organizational chart, Board meeting minutes)
* One 3-hour facilitated group interview with the Club’s leadership team covering organizational structure, mission, strategic planning, fundraising, communications, governance, volunteers, program activities, finance, and community partnerships.

**REPORT & RECOMMENDATIONS**

Painefree will prepare a written report with recommendations for areas of improvement and suggested next steps. The team will review the report with leadership in a 1-hour meeting and will also provide the report in a presentation-ready format for sharing with the full Board.

Introductory Meeting: October 17th @ 4:30pm

Present: Elaine, Lakesha, Roy, Tim Holloway(President), Vince(`95)

Meeting expectations:

Intro Meeting

Expectations for Scope of Work

Calendar

Expected Timeline:

1. Send/sign contract
   1. Week of October 21st
2. Request documents – include in Scope of Work & send in a separate email
   1. Week of October 21st
3. Send board survey -can include volunteers \_no longer than 2weeks
   1. 10/31 send out Board check up ; return by November 8th
4. Leadership Interview
   1. Sunday November 17th @ 2pm
   2. Tentative November 19th @ 5:30pm
5. Group Interview
   1. Sunday December 8th @ 2-5pm
6. Follow up – Summary

Expressed Concerns:

* Vince
  + Interplay of board and volunteers = what/who roles
  + Need to really understand volunteer role/experience
  + What are some of the external factors experiencing
* Roy
  + Transition from business coaches to young high school coaches(there to enhance careers)
  + Clear roles and structure
* Tim
  + Wants to expand board members based on experience(not necessarily basketball focus)

Wants/Desired Goals

* Vince:
  + Clarify on board we should be, decision making structures that are collaborative (but have autonomy)
  + how to better support volunteers
  + suggestions how to engage alumni(more apart of org; physically & social media)
* Roy:
  + Grow from leadership standpoint-structure/responsibilities/sustainable /leadership structure
  + “I want to come to events; not organize
  + Initially done anonymous assessment done by people in the org
* Tim:
  + Ways to improve: internally
  + communication, defining roles/responsibilities/goals
  + how we are viewed in the community, puts us in a better position(within the community)

Notes:

Elaine: Email Northside & Daughters of Charity example reports

7 active board members – 1 member over 100 miles away

Possible solutions/recommendations:

1. 5 Dysfunctions of a team (reversed) book and training
2. Big Fish