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# *All Aboard!* **MATSOL 2015**

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## **Organizational Restructuring**

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Massachusetts Association of Teachers  
of Speakers of Other Languages

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In April 2014, the MATSOL Board of Directors approved a new Strategic Plan. The Strategic Plan set the following goals and objectives in the area of Organization Strength:

Goal 1: Develop clearly defined board and staff roles in order to work together effectively and cohesively.

c. Review and revise board responsibilities and roles

e. Review and revise committee structure, and create or deactivate committees as needed.

On June 13, 2015 at the Board of Directors Retreat, the Board engaged in a discussion facilitated by Claudia Lach to evaluate Board effectiveness, review the goals and objectives set out in the Strategic Plan, examine Board and staff roles, and brainstorm a new Boards structure. At the end of the retreat, the Board charged President Kathy Lobo and Executive Director Helen Solorzano to meet with Claudia to continue the work over the summer. They met several times to clarify the new Board structure and draft Board committee charters.

The new Board structure and standing committees were approved by the Board of Directors on September 16, 2015.



### **Mission Statement**

MATSOL's mission is to promote excellence and equity in the education of English language learners.

### **Vision Statement**

MATSOL is a leader in creating positive change in the field of English Language Learner education.

### **Core Values**

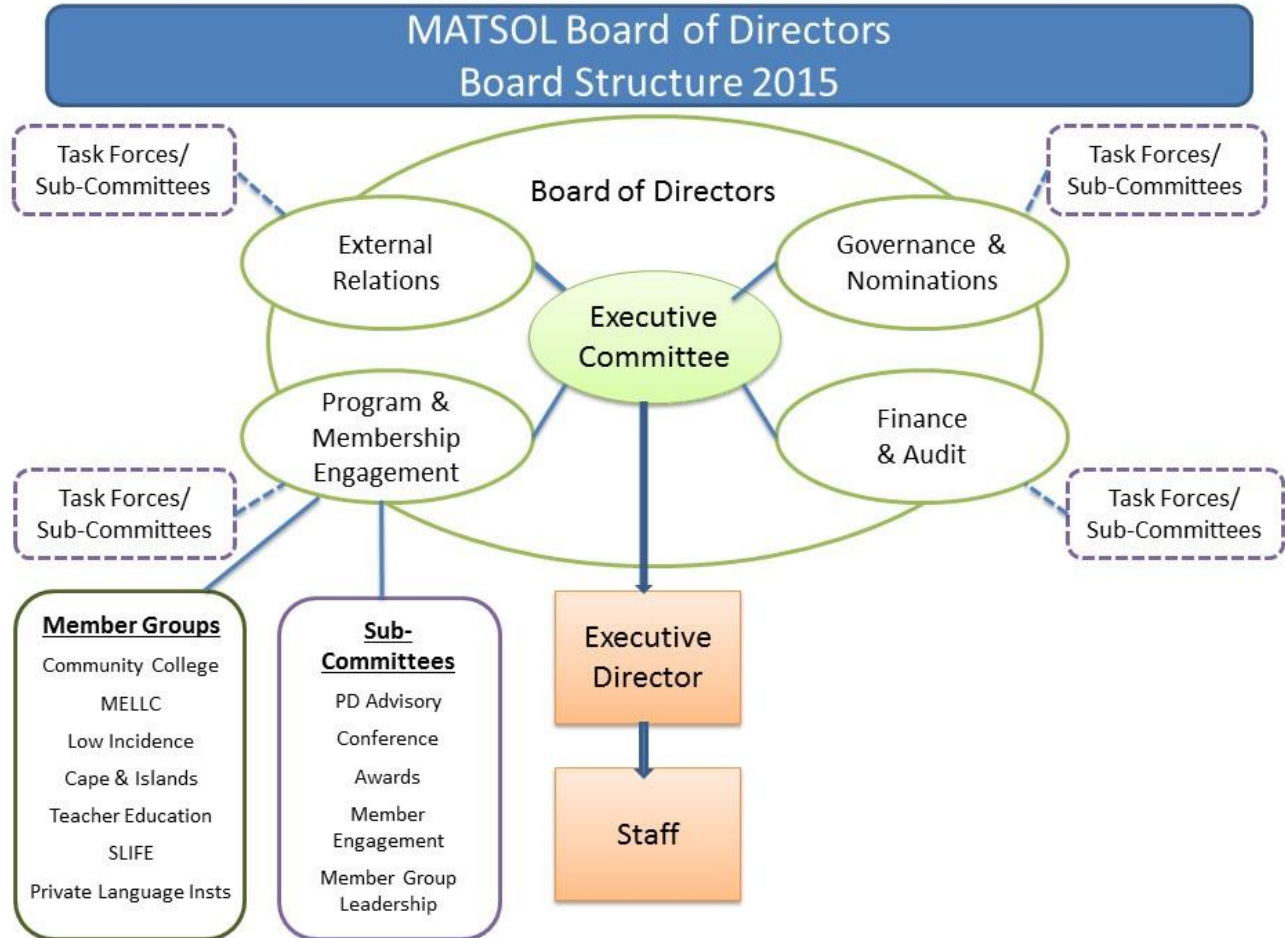
**Professionalism:** We believe in sound, research-based educational practices and policies for educators and English language learners alike. We believe that educators of English language learners deserve the recognition, respect and compensation due as professionals and experts.

**Educational Quality:** We believe that all students have a right to high quality education that empowers them to achieve their life goals.

**Multilingualism and Multiculturalism:** We believe that proficiency and literacy in more than one language is an asset that should be encouraged and supported. We value the multicultural perspectives and knowledge that both educators and students bring to our schools and society.

**Collaboration:** We believe in collaborating with other stakeholders to achieve common goals.

**Diversity:** We believe that diverse identities, backgrounds, and perspectives strengthen and inform our work.



## Executive Committee Charter



### **Purpose and Scope of Responsibility**

The Executive Committee is a standing committee that oversees the work of the Board and the Executive Director, and is able to act in place of the Board between meetings or in case of emergency.

*The executive committee is the only standing committee that has the right to make decisions on behalf of the full board. (BoardSource 2004)*

### **Major Responsibilities:**

- a. Act for the board between meetings or in the event of an emergency.
- b. Oversees the board's evaluation of the Executive Director's performance and compensation.
- c. Advise and support the Executive Director.
- d. Oversee the Board's regular review of MATSOL's strategic plan, financial status, and progress towards goals.
- e. Plan Board meetings and Annual Meeting.
- f. Ensure that board has necessary information from committees and task forces to make informed decisions.
- g. Oversee production of the Annual Report by ED.

### **Committee Organization and Reporting Structure:**

- a. Committee reports to Board of Directors.
- b. Committee informs the full Board promptly about decisions made between meetings or in place of the full Board.
- c. Budget of resources for the Committee are allocated near the end of the fiscal year, soon after finalizing the organization's overall operating budget.

### **Committee Membership:**

- a. The President of the Board is the Committee Chair.
- b. The Committee consists of the President, Vice President, Clerk and Treasurer.
- c. The Executive Director is an *ex officio* nonvoting member.

*Revised Aug 28, 2015*



### **Purpose and Scope of Responsibility**

The Finance/Audit Committee is a standing committee that oversees organizational financial planning and management, and ensures that non-profit financial reporting requirements are being met.

*The finance committee is responsible for ensuring that the organization is in good fiscal health. (BoardSource 2004)*

### **Major Responsibilities:**

- a. Oversee organizational financial planning.
- b. Monitor that adequate funds are available for the plan.
- c. Safeguard organizational assets.
- d. Draft organizational fiscal policies.
- e. Anticipate financial problems.
- f. Ensure that the board receives accurate and complete financial information.
- g. Help the board understand financial statements and the general financial situation of MATSOL.
- h. Review annual state and federal non-profit tax returns prior to filing.
- i. Make sure that federal, state, and local reporting takes place.
- j. If required, oversee the hiring of an independent auditor and the management of the audit relationship.
- k. Establish and oversee the work of Sub-Committees and Task Forces, if needed.

### **Committee Organization and Reporting Structure:**

- a. Committee reports to Board President.
- b. Goals of the Committee are established in accordance with the most recent strategic plan and with annual non-profit legal/financial requirements.
- c. The Governance/Nominating Committee regularly monitors and ensures that the committee achieves its goals and objectives.
- d. Committee makes recommendations to the full Board for Board's review and approval. (The committee does not make final decisions for the Board).
- e. Committee provides written reports about its meetings, recommendations, and actions to the entire Board on a regular basis.
- f. Budget of resources for the Committee are allocated near the end of the fiscal year, soon after finalizing the organization's overall operating budget.
- g. The committee may establish Sub-Committees to oversee specific areas, and Task Forces to complete specific tasks.

### **Committee Membership:**

- a. The Treasurer is the Committee Chair.
- b. Committee includes at least two members of the board.
- c. A majority of committee members must be MATSOL members, with the exception of non-members with specific areas of expertise that will benefit the work of the committee.
- d. Membership of the Committee is selected by the board on an annual basis.

Revised August 28, 2015



### **Purpose and Scope of Responsibility**

The Governance/Nominating Committee is a standing committee that provides guidance, oversight and support to ensure high quality operations of the Board, including all officers, members and committees.

*The governance committee does not run your board, but it makes it possible for the board to be run well. The governance committee can bring together the right people, help create the best policies, and stimulate provocative and forward thinking conversation to help the board be the best it can be (BoardSource 2004)*

### **Major Responsibilities:**

- a. Ensure effective Board processes, structures and roles for the full Board and Board committees.
- b. Identify Board's developmental needs.
- c. Identify and cultivate new board members.
- d. Assess expertise represented/needed on the board.
- e. Lead and facilitate Board recruitment.
- f. Create a balanced and inclusive Board.
- g. Design and implement new Board member orientation.
- h. Ensure proper Board performance and compliance.
- i. Evaluate Board meetings.
- j. Monitor individual board members participation/performance.
- k. Prepare for and conduct Board Self-Assessment.
- l. Organize annual Board retreat in collaboration with the Executive Director.
- m. Review/revise Board manual, MATSOL policies and Bylaws.
- n. Monitor Board's compliance with legal obligations, including conflict of interest.
- o. Establish and oversee the work of Sub-Committees and Task Forces, if needed.

### **Committee Organization and Reporting Structure:**

- a. Committee reports to Board President.
- b. Goals of the Committee are established in accordance with the most recent strategic plan.
- c. The Governance/Nominating Committee regularly monitors and ensures that the committee achieves its goals and objectives.
- d. Committee makes recommendations to the full Board for Board's review and approval. (The committee does not make final decisions for the Board).
- e. Committee provides written reports about its meetings, recommendations, and actions to the entire Board on a regular basis.
- f. Budget of resources for the Committee are allocated near the end of the fiscal year, soon after finalizing the organization's overall operating budget.
- g. The committee may establish Sub-Committees to oversee specific areas, and Task Forces to complete specific tasks.

### **Committee Membership:**

- a. A Board member is the Committee Chair.
- b. Committee includes at least two members of the Board.
- c. A majority of committee members must be MATSOL members, with the exception of non-members with specific areas of expertise that will benefit the work of the committee.
- d. Membership of the Committee is selected by the board on an annual basis. *Revised August 28, 2015*





### **Purpose and Scope of Responsibility**

The Program/Member Engagement Committee is a standing committee that provides guidance, oversight and support to ensure member engagement with the association, and high quality professional learning programs.

### **Major Responsibilities:**

#### *Program oversight*

- a. Oversee annual needs assessment and SWOT analysis for professional development, program, and member activities.
- b. Monitor changes in state and federal policy that influence professional development needs and requirements.
- c. Oversee creation of an annual professional development plan and budget to meet strategic and revenue generation goals (for revenue generating activities, e.g. institutes, conference, courses, etc. -- with staff, based on needs assessment).
- d. Oversee creation of member activity plan and budget that provides opportunities for member engagement through volunteering, presenting, networking, sharing expertise, working on special projects, etc. (for non-revenue generating activities -- with staff, based on needs assessment).
- e. Oversee program evaluation.
- f. With Finance Committee, ensure that sufficient resources are available to support programs.
- g. Oversee MATSOL annual awards and awards ceremony.
- h. Contribute to annual conference planning, proposal jury process, and program development.
- i. Oversee collaborations with other organizations for PD and member activities.

#### *Recruitment*

- j. Identify and recruit MATSOL members to lead and help organize member groups and activities.
- k. Identify and recruit non-member experts in the field to contribute to MATSOL programs.

#### *Membership*

- l. Oversee the regular review MATSOL member benefits, dues, policies, and information collection, and update as needed.
- m. Ensure that MATSOL activities contribute to maintaining and increasing MATSOL membership.
- n. Ensure that MATSOL members are receiving promised benefits.

#### *Member Groups*

- o. Oversee the work of the member groups, including Special Interest Groups. Contribute, with staff, to the development of policies and resources to support the member group leaders.
- p. Oversee establishment of new member groups based on interests and needs of members, and disbanding of inactive groups.
- q. Ensure that processes are in place to communicate emerging needs and issues raised in member groups to board and staff.
- r. Oversee, with the External Relations Committee, methods for member groups to take an active role in advocacy initiatives.

#### *Other*

1. Establish and oversee the work of Sub-Committees and Task Forces, if needed.



### **Committee Organization and Reporting Structure:**

- a. Committee reports to Board President.
- b. Goals of the Committee are established in accordance with the most recent strategic plan.
- c. The Governance/Nominating Committee regularly monitors and ensures that the committee achieves its goals and objectives.
- d. Committee makes recommendations to the full Board for Board's review and approval. (The committee does not make final decisions for the Board.)
- e. Committee provides written reports about its meetings, recommendations and actions to the entire Board on a regular basis.
- f. Budget of resources for the Committee are allocated near the end of the fiscal year, soon after finalizing the organization's overall operating budget.
- g. The committee may establish Sub-Committees to oversee specific areas, and Task Forces to complete specific tasks.

### **Committee Membership:**

- a. A Board member is the Committee Chair.
- b. The Committee includes at least two members of the Board.
- c. A majority of committee members must be MATSOL members, with the exception of non-members with specific areas of expertise that will benefit the work of the committee.
- d. Membership of the Committee is selected by the board on an annual basis.

*Revised August 28, 2015*



### **Purpose and Scope of Responsibility**

The External Relations Committee is a standing committee that oversees MATSOL's communications and involvement with other organizations and the general public. The committee's areas of responsibility include advocacy, communications, and media/public relations, and the TESOL affiliate relationship.

### **Major Responsibilities:**

- a. Develop and oversee MATSOL's communication plan, including public relations, media, and social media to enhance the organization's image.
- b. Oversee MATSOL advocacy initiatives.
- c. Identify emerging advocacy issues.
- d. Develop and maintain an advocacy plan and member mobilization strategy.
- e. Manage MATSOL member involvement in advocacy campaigns.
- f. Establish relationships and work in coalition with other organizations to advocate for common goals.
- g. Draft advocacy responses, position papers, and talking points.
- h. Ensure that MATSOL is represented at key events by board members and/or staff.
- i. Oversee MATSOL's affiliate relationship with TESOL International Association, and ensure that affiliate obligations are fulfilled.
- j. Establish and oversee the work of Sub-Committees and Task Forces, if needed.

### **Committee Organization and Reporting Structure:**

- a. Committee reports to Board President.
- b. Goals of the Committee are established in accordance with the most recent strategic plan and with annual non-profit legal/financial requirements.
- c. The Governance/Nominating Committee regularly monitors and ensures that the committee achieves its goals and objectives.
- d. Committee makes recommendations to the full Board for Board's review and approval. (The committee does not make final decisions for the Board).
- e. Committee provides written reports about its meetings, recommendations, and actions to the entire Board on a regular basis.
- f. Budget of resources for the Committee are allocated near the end of the fiscal year, soon after finalizing the organization's overall operating budget.
- g. The committee may establish Sub-Committees to oversee specific areas, and Task Forces to complete specific tasks.

### **Committee Membership:**

- a. A member of the Board is the Committee Chair.
- b. Committee includes at least two members of the Board.
- c. A majority of committee members must be MATSOL members, with the exception of non-members with specific areas of expertise that will benefit the work of the committee, such as public relations and communications.
- d. Membership of the Committee is selected by the board on an annual basis.

*Revised August 28, 2015*