**Alliance for Hispanic Serving Institution Educators: Council Retreat**

Date & Time: August 5th 1:00-5:00PM and August 6th 8:00AM-12:00PM PST, 2021

Zoom: <https://cccconfer.zoom.us/j/93825772153>

### Retreat Objectives

Firmly set the direction and intention of AHSIE to become a national nonprofit with greater impact, including developing and updating the Constitution, Bylaws, Governing Board and Council roles and responsibilities to be in alignment with our Business Plan as adopted in 2020.

August 5th Agenda

|  |  |  |
| --- | --- | --- |
| Time | Topic | Notes & Details |
| 1:00-1:50 PM | Welcome & Introductions | * Amia Grashin, Senior Consultant with La Piana Consulting * Council Introductions: name, role outside AHSIE, tenure with AHSIE, reason you decided to run for AHSIE council * Welcome question: what is most important thing you want AHSIE to be known for in 5 years? |
| 1:50-2:10 PM | Review Objectives & Ground Rules |  |
| 2:10-2:20 PM | Council & Governing Board Roles | * Presented by Jeannie * Frame the roles of Council and Governing Board |
| 2:20-2:50 PM | Constitution | * Presented by Juan Carlos and Yolanda * Intention of the Constitution (how will it be used and by whom) * Level setting and revalidate * Next Steps: review and be ready to discuss and vote tomorrow   *See Draft Constitution and Slides provided in advance* |
| 2:50-3:00 PM | Break |  |
| 3:00-4:50 PM | Bylaws | * Presented by Juan Carlos and Yolanda * Review major changes to Bylaws * Clarify the remining changes that need to be made * Next steps and timeline   *See Draft Bylaws and Slides provided in advance* |
| 4:50-5:00 PM | Close | * What is one thing you learned today? * See everyone tomorrow at 8AM |

August 6th Agenda

|  |  |  |
| --- | --- | --- |
| Time | Topic | Notes & Details |
| 8:00-8:30 AM | Welcome | * Welcome question: What are you most excited about contributing to AHSIE in the next year? |
| 8:30-9:30 AM | Board Roles and Responsibilities | * Presented by Amia * Purpose of a nonprofit board * Core board member duties * Primary board roles and responsibilities * Board-Executive Director partnership |
| 9:30-9:40 AM | Break |  |
| 9:40-11:20 AM | Building the Governing Board | * Board fundraising * The Board Building Cycle * Board Composition Matrix * Who we want on the Board: * Skills, Qualifications, and Qualities * Brainstorm individuals |
| 11:20-11:35 AM | Constitution Vote | * Answer remaining questions * Council vote to approve Constitution |
| 11:35-11:45 AM | Next steps | * Draft and finalize Bylaws * The Governance Workgroup will own the development of Governing Board application process, marketing process, recruitment process, and onboarding process. |
| 11:45 AM-12:00 PM | Close |  |