



Survive. Thrive. Prevent.
Allied to End Family & Sexual Violence

Board of Directors Training Yearly Schedule 2021-2022

Texas Administrative Code (Rule §379.103 and Rule §379.104) requires that every two years, each board member must receive the following training:

Topic	New Members *	Monthly Meeting	Notes
1. An explanation of the center's mission, philosophy, and a brief history;	Application and interview packet	April	Also during annual SP review
2. An explanation of the dynamics of family violence that includes its causes and effects;	Need module on board pages	October	Presentation by staff
3. A description of the organization's current programs, provided by program staff;	Application and interview packet	December	Yearly overview
4. A review of the organization's policies and clarification of any changes made during the year;	Email link to board pages	January	Policy review should start in October
5. An explanation of how the center is funded and future funding projections;	Application and interview packet	All	Monthly Dashboard
6. A discussion, presented by the board chair or a member of the executive committee, of the following:			
a. The board's role and responsibilities related to legal and fiscal accountability;	Application and interview packet	November	Budget work and review
b. Meetings and attendance requirements;	Application and interview packet	March	Commitment documents
c. Committee duties, structure, and assignments; and	Application and interview packet	April	Sign-up and review
d. Fund-raising and public relations responsibilities;		All	Grant Pipeline
7. An explanation of the organization's insurance coverage, including director's and officers' liability insurance or notification of inability to obtain insurance;	Need insurance policy- on board pages	May	Review of policy and renewal
8. An explanation of the working relationship between the board and staff, including, but not limited to which staff member is contacted regarding questions or requests and which staff members contact board members routinely;	Need org chart on board pages	September	Review Organization Chart
9. An update on any changes made in the Business Organizations Code, Chapter 22; and	Email link to board pages	February	Summary of changes should be prepared in January
10. The organization's confidentiality policy and the importance of confidentiality.	Application and interview packet	March	Review documents
11. Know and comply with the Health and Human Services Commission's rules and the center's policies related to confidentiality; and	Application and interview packet	March	Commitment documents
12. Provide written assurance to the center that she or he will not use the position to obtain or access confidential resident or nonresident information.	Application and interview packet	April	Signing of all documents

* New board members should receive this training within three months of starting their first term.

June and July meetings are set aside for Strategic Plan review and updates.