



WINGS COMMUNITY PROGRAMS Advisory Board Guidelines

Vision Statement

Wings will actively engage students in experiences to help them be successful in school and in life as they grow into productive adults.

Mission Statement

Wings provides creative academic, enrichment, and recreational activities to all children and their families within the Windham Southwest Supervisory Union.

Function of the Windham Southwest Supervisory Union

The WSSU Superintendent oversees the following aspects of Wings Community Programs:

1. Hire and supervise the Project Director.
2. Assist in handling personnel issues as they arise.
3. Oversee the development of the annual budget.

Function of the Advisory Board

The Wings Advisory Board is a diverse group of dedicated volunteers from the schools and community who meet once a month to guide the project on the following:

1. Determine the organization's vision, mission and purpose.
2. Advise and support the Project Director.
3. Work to ensure adequate resources (funds, time, volunteers, staff, etc.).
4. Advise regarding the organization's programs and services, and approve organizational policies.
5. Advise regarding the organization's budget.
6. Assist in the implementation of the organization's sustainability plan.
7. Promote the organization's image.
8. Work to ensure ethical integrity and maintain accountability.
9. Recruit and orient new board members and assess board performance.

Structure of the Advisory Board

1. Recommendations made at Advisory Board meetings must be approved by a majority of those present.
2. The Advisory Board is comprised of representatives from each school in which Wings provides programming. The Advisory Board aims to have representation from school administration, parents, students, community partners, and community members.
3. New Advisory Board members are recruited through individual school committees.
4. Wings' Project Director and Site Coordinators periodically make reports to the Advisory Board, but do not take an active voting role on the board.
5. Wings' program leaders paid through stipends can simultaneously serve as a board member.

Roles and Responsibilities of Individual Advisory Board Members

1. Board member will serve a two year term length.
2. A total of five to six meetings will be scheduled each year (meetings held every other month, with a summer meeting scheduled as needed).
3. If an Advisory Board member misses three consecutive meetings, he or she will be asked whether they are interested in continuing on the board.
4. A board member may be asked to join a sub-committee.