

Helping CAO-DMU¹ Move Forward

August 2011



Project Summary

This project was designed to help a local community action organization in its re-organization efforts; specifically to address three areas of critical concern expressed by the executive director. The project was to develop a package of tools, resources, and reference materials based on statewide Community Action Organizations (CAO) best practices to enable CAO-DMU to design, edit, and implement policies in three critical areas: 1.) Strategic Plan Development 2.) Board of Directors orientation and training materials 3.) Human Resources policy.

Project Goal

Develop a package of tools, resources, and reference materials based on statewide CAO best practices to enable CAO-DMU to design and implement policies in three critical areas: 1.) Strategic Plan Development 2.) Board of Directors orientation and training materials 3.) Human Resources policy.

¹ Community Action Organization of Delaware, Madison, and Union Counties, Inc.

Project Outcome

This project directly resulted in the desired work product. This included a package of tools, resources, and reference materials based on statewide CAO best practices in the following areas:

Strategic Planning Resources and Instructions

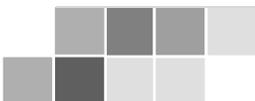
- Detailed 10 step process for creating, implementing, and reviewing a strategic plan
- Workflow Scheduler

Board of Directors orientation and training document

- Description of Legal Duties
- Board Position Descriptions
- Board Member Service Commitment Pledge
- New Board Member Application Form
- New Board Member Checklist
- Introduction to CAO-DMU
- Resources of Board Members

Human Resources Policy Recommendations

- Created specific policies
 - Hiring & Recruitment
 - Attendance & Leave
 - Corporate Assets
 - Rules of Conduct
- Recommended CAO Best Practice Handbook
 - SELF
- Created Human Resources Policy Template



Project Team

For more information about this project, contact team members:

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