



## **Choosing a Leadership Team**

By Carol Topp, CPA

As the homeschooling movement grows, so do support groups and homeschool co-op groups. All this growth means more organization is needed to handle larger memberships. Many homeschool groups find themselves needing to formalize their groups with bylaws and a leadership team, usually called a board of directors. They also find themselves handling more money and larger budgets.

### **Forming a Board**

When leading a homeschool group, you should follow the Biblical example of Moses, who could not handle the burden of leadership alone. God directed Moses to:

*"Bring me seventy of Israel's elders who are known to you as leaders and officials among the people.... They will help you carry the burden of the people so that you will not have to carry it alone". (Numbers 11:16)*

Your group should do the same and establish a leadership team, sometimes called by its more formal name, board of directors. Team selection does not have to be a formal procedure at the start. Simply, choose people of integrity with gifts of organization and discernment. Look for people who show an interest and commitment to you group. If they have experience in serving on a charitable or church board it would be extremely helpful.

### **Just Ask**

Approach potential board members personally, emphasize their strengths and contributions to your organization, and ask if they would be willing to help in a leadership role.

### **Keep it small and form committees**

Keep your board small, so decisions can be made easily. Every board should have at least three members, a president (a chair), a secretary and a treasurer. Some boards prefer to add a vice president who will succeed the current president.

As responsibilities increase, the size of the board should increase. Many boards like to add registration, events and membership duties to board members. Most boards assign committees to handle many tasks. Committees meet outside of board meetings. A homeschool co-op of 20-100 families might have a board of about four or five members and two to five committees.

#### Committees for a Homeschool Co-op

- Registration
- Building Use
- Classes & Teachers
- Events
- Financial
- Fundraising

#### Committees for a Homeschool Support Group

- Membership
- New Member Info & Welcome
- Events & Field Trips
- Legislative Liaison

#### **Define the task**

Keep the board member tasks well defined and limited. Some people are reluctant to volunteer for leadership because they fear there is no getting out later. If you define their role specifically and limit the term to one year, they may commit freely. Our co-op found it difficult for the director to make morning announcements because she had so many responsibilities at the start of co-op. Our board looked around and noticed that one particular woman was always there on time (or early), had a strong voice and was already organizing field trips. We asked her to take over the job of doing morning announcements for the next semester. We complimented her organizational skills and promptness! She agreed and our director had a huge weight lifted!

*Carol L. Topp, CPA is a homeschooling mother of two daughters and author of **Homeschool Co-ops: How to Start Them, Run Them and Not Burn Out**. She enjoys using her accounting skills helping non-profit organizations. Her website is [www.HomeschoolCPA.com](http://www.HomeschoolCPA.com)*