

TRILOGY

Board Prospectus



Thank you for your interest in joining TrilogY's Board of Directors!

The following information is intended to orient you to our organization and help you determine whether board service at TrilogY is the right fit for you. We also encourage you to visit our website at www.trilogyinc.org for more detailed information on TrilogY's history, leadership, programs & services, and stories of impact.

This is an exciting time to be involved with TrilogY's work. The organization is evolving and expanding at a rapid pace as we strive to meet the behavioral healthcare needs of our community, a need that is large and growing. Your input is crucial to the future of our organization and the lives of current and potential clients. We are seeking active, engaged, committed board members to support and steer TrilogY in the coming years.

If you have any questions, please don't hesitate to reach out to me. I look forward to connecting with you soon!

Sincerely,

A handwritten signature in cursive script that reads "Aimee G. Feuser".

Aimee Feuser, Board Chair
afeuser@trilogyinc.org

ABOUT TRIOLOGY

Trilogy is a 501(c)3 nonprofit with a **MISSION** to provide comprehensive integrated care that enables those in mental health recovery to build meaningful and independent lives.

We work primarily with adults who have mental illness, but we also support children and families. We offer myriad services including basic medication management, residential services, and outpatient services. Some program highlights include

- a Federally Qualified Healthcare Clinic offering integrated services;
- an award-winning supported employment program;
- *The Beacon*, a drop-in center for clients seeking social support;
- a first-episode psychosis program for younger clients.

In all, Trilogy's 400+ employees serve nearly 3,000 clients in the Chicagoland area each year on an operating budget of approximately \$40M.

Our **VISION** is a society where people in mental health recovery are valued, embraced, and supported holistically, systematically, and culturally; where stigma is eliminated; and where quality of care is not determined by socioeconomic status. We are seeking to make the world a safer, more equitable place for those with mental illness. All this is encapsulated by our **CORE VALUES**:

- ❖ **HOPE:** Hope is the intentional practice of believing that growth, change, and progress are possible. We apply hope to our clients, each other, our organization, and the external systems we work within and foster a positive outlook on the endless possibilities of our collective futures.
- ❖ **RESPECT:** At the core of respect is a willingness to listen and learn from one another to broaden our understanding of the world. We cultivate a safe environment that acknowledges the inherent dignity of each individual, celebrates diversity and inclusivity, and encourages individuals to openly share their points of view.
- ❖ **EXCELLENCE:** Everyone at Trilogy is driven to do their very best, each and every day, in the service of our mission. We build upon each other's strengths, push each other to achieve our individual and organizational goals, and aspire to be better tomorrow than we are today.
- ❖ **TEAMWORK:** At Trilogy, we know we can achieve greater things working together than we can on our own. We cultivate a positive working environment built upon mutual support, trust, collaboration, interdependence, accountability, open communication, and appreciation of each individual's contribution to the team.
- ❖ **ADAPTABILITY:** As an organization, Trilogy is flexible, creative, innovative, and open-minded to change. We strive to proactively anticipate the needs of our clients, our organization, and the communities we serve in order to build service models and systems that best serve those needs.
- ❖ **COMPASSION:** We genuinely care about the wellbeing and happiness of one another, our clients, and our community. We demonstrate compassion by practicing mindfulness and self-care, listening with an empathetic and non-judgmental heart, validating each other's experiences, embracing humility, and seeking to learn from each other.

BOARD RESPONSIBILITIES

The Board is the legal entity responsible for the financial viability and overall policy direction of Trilogy. The Board has oversight, guidance, and support role and is expected to be accountable in the following areas:¹

1. **Determine the Organization’s Mission and Purpose:** It is the Board’s responsibility to create and review a statement of mission and purpose that articulates the organization’s goals, means, and primary constituents.
2. **Select, Support, and Assess the Chief Executive:** The Board must reach consensus on the CEO’s responsibilities and undertake a careful search to find the most qualified individual for the position. The Board should also ensure that the CEO has the moral and professional support needed to further the goals of the organization, has regular performance reviews, and is compensated fairly.
3. **Provide Proper Financial Oversight:** The Board reviews and approves the annual budget and ensures that proper financial controls are in place. The Board is also responsible for selecting the annual auditor and reviewing the results.
4. **Ensure Adequate Resources:** One of the Board’s foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. This includes both personal giving and a commitment to fundraising.
5. **Ensure Legal and Ethical Integrity and Maintain Accountability:** The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
6. **Maintain Confidentiality:** The Board must maintain the confidentiality of board and committee deliberations and the confidentiality of sensitive information pertaining to Trilogy and its board members.
7. **Ensure Effective Organizational Planning:** The Board must actively participate in an overall planning process and assist in implementing and monitoring the goals of the organization.
8. **Recruit and Orient New Board Members and Assess Board Performance:** The Board has a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
9. **Enhance the Organization’s Public Standing:** The Board should clearly articulate the organization’s mission, accomplishments, and goals to the public and garner support from the community.
10. **Determine, Monitor, and Strengthen the Organization’s Programs and Services:** It is the Board’s responsibility is to determine which programs are consistent with the organization’s mission and to monitor their effectiveness.

¹ Adapted from Legal Responsibilities of Nonprofit Boards, Third Edition by B.R. Hopkins, © 2019 BoardSource

Board Committees

At TrilogY, the ten main areas of board responsibility are divided among committees, including the following five core standing committees:

Executive Committee: The Executive Committee fosters the effective operation of the Board by focusing and guiding the Board's work, carrying out board policy, ensuring that the Board fulfills its obligations, and serving as the primary liaison to the CEO. The Executive Committee oversees the annual CEO performance review and ensures effective organizational planning with appropriate board involvement.

Finance Committee: The Finance Committee supports the Board's fiduciary role by paying focused attention to TrilogY's financial matters. They ensure that the Board understands TrilogY's financial health and safeguards its assets, oversee budget preparation and financial planning, and oversee the audit process.

Governance Committee: The Governance Committee ensures effective governance by giving attention to board composition, health, process, and engagement. They lead board recruitment, onboarding, reelection, and board assessment and ensure that the Board understands their responsibilities and has adequate education to be fully effective.

Program Quality Committee: The Program Quality Committee supports the Board's fundamental responsibility to ensure quality, cost-effective programs and services that align with TrilogY's mission. They oversee board education on and assessment of TrilogY's current and proposed programs and services.

Development Committee: The Development Committee supports and engages the Board and individual board members in their role of ensuring and participating in ethical, effective, and resilient fundraising to support the mission of TrilogY. It also identifies and supports ways for TrilogY to increase its visibility in the community.

BOARD MEMBER EXPECTATIONS

Board members at Triology are essential to furthering our mission and ensuring our sustainability. The following is what we expect from each board member as we work together to make a difference in the lives of Triology's clients. Board service at Triology requires a time commitment of 3-5 hours per month for general board members and 5–12 hours per month for board leadership (officers and committee chairs).

MINIMUM REQUIREMENTS

- ❖ Serve on at least one board committee and help further the goals of the committee by taking on and completing action items
- ❖ Attend at least 80% of pre-scheduled board & committee meetings, including the annual board retreat
- ❖ Be fully prepared for board and committee meetings, having thoroughly read packets ahead of time
- ❖ Actively participate in board and committee meetings by asking good questions and sharing your perspective and insights
- ❖ Be an ambassador for Triology, raising awareness and helping to recruit additional board members
- ❖ Give a personally meaningful amount to Triology each year and participate in fundraising efforts for a minimum combined contribution ("give and get") of \$1500
- ❖ Be active in the board portal by promptly responding to meeting requests, RVSPing to meetings, responding to polls, participating in discussions, and answering questions

ADDITIONAL EXPECTATIONS

- ❖ Participate in at least one client-centered event (e.g., Thanksgiving Luncheon) or staff ride-along each year
- ❖ Be a good steward of meeting time, respecting the agenda and ensuring that others have a chance to speak
- ❖ Gain a full understanding of Triology's mission, programs, and financial drivers
- ❖ Develop relationships with Triology leadership and other board members
- ❖ Participate in setting strategic organizational vision and goals and evaluating performance