

Leadership Transition: You've Got This!

Andrea Marwah
Andrea Stambaugh
L2L 2022 Presentation



Andrea Marwah

- IL H&V Executive Director
- President for 11 years
- Parent to 3 kids
 - Sam 20 DHH
 - Julia 18
 - Andrew 15
- Advocate
- Work for ISD Outreach
- H&V ASTra Trainer

Andrea Stambaugh

- President of IL Hands & Voices
- Parent Guide with IL H&V Guide By Your Side Program
- Mother of 2 kids
 - Axel 5- DHH Plus
 - Alivia 1
- Director of Service at YPAC (Your Performing Arts Center)



| Andrea²

Andrea M

Chapter

Executive

Director

Andrea S

Chapter

President

IL Hands & Voices History

- Become Chapter- 2006
 - President Karen Putz 2006-2008
 - President Beth Donofrio 2008-2010
 - President Andrea Marwah 2010-2021
 - President Andrea Stambaugh 2021-
- Brought Guide By Your Side Chapter - 2008
 - Multiple partners
- Became Guide By Your Side Fiscal Agent- 2018
- Received first direct grant from IL EHDI - 2021



GROWTH



AndreaM came into the Chapter with a 3K budget

- Grew from hosting MNI each year
- Completely new board in 2 years
- Board retention
- Today

How to find a new leader

- Always be looking
- Always be willing to mentor/coach
- Be open minded, the new leader may be much different
- Encourage your board to do new things



Leaders Stick Together!



Why did we change

- The time had come for new ideas, younger outlook
- AndreaS showed an interest in leadership
- AndreaM wanted to change it up, do more “behind the scenes”
- We were growing, we needed more management for our programs
- AndreaM couldn’t completely let go

MENTORING is MEANINGFUL.

Tips/Checklist on the IL Hands & Voices Mentor Program



WHAT IS MENTORING?

You have been paired with a mentor. Now what?

Mentoring is defined as a *relationship between one or more people which involves a senior party who provides knowledge, guidance and support to the junior parties* in order to assist them to grow and/or develop in order to achieve key goals for the organization.

WHAT IS A MENTOR?

A mentor is a trusted colleague or advisor whose experience may help the mentee work towards their goals and achieve their full potential. IL Hands & Voices chooses their mentors based on those board members who can:

- ✓ Offer sound advice and feedback
- ✓ Listen actively and sympathetically
- ✓ Help people work through an issue
- ✓ Coach a mentee towards professional growth
- ✓ Be a good role model
- ✓ Challenge mentees to achieve their potential

WHAT'S IN IT FOR THE MENTEE?

In order to be a board member who can put their best foot forward, we must ensure you are fully able to do so. Mentors can help you:

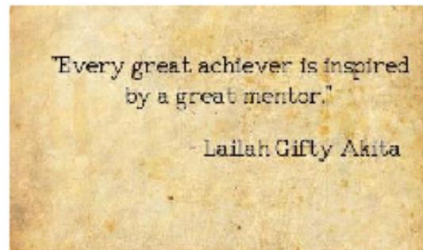
- ✓ Work on building professional skills
- ✓ Learn new things, especially in an ever-changing environment
- ✓ Assimilate to the non-profit world and all the nuances of this type of service
- ✓ Realize your potential through challenging you and asking questions



HOW DO I GET STARTED?

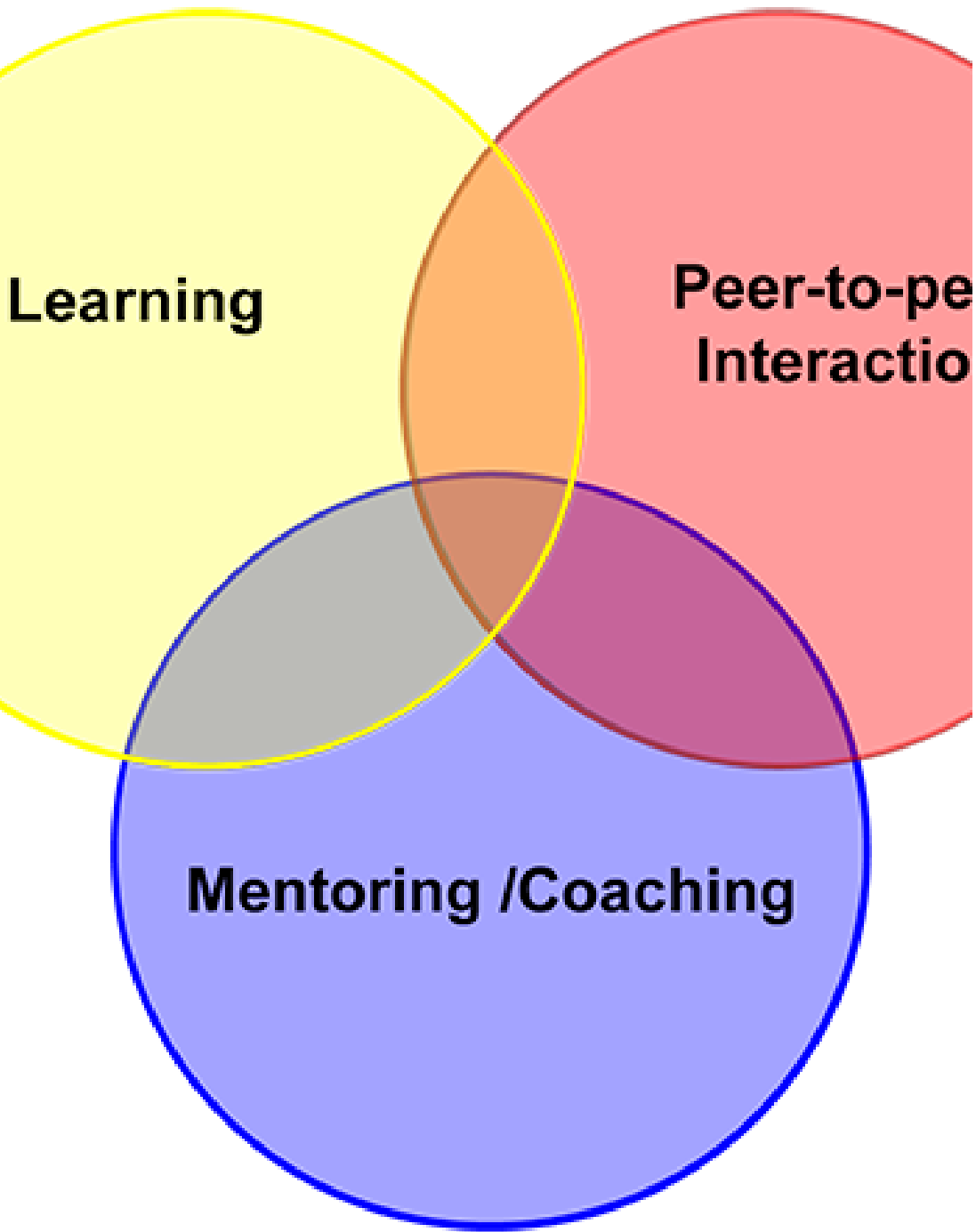
Mentoring works best when there is a good fit between the mentor and mentee. The leaders of IL Hands & Voices have paired you with a mentor, if you feel this mentor pairing isn't a good fit for you, contact your Vice-President to be paired with someone else:

- ✓ Asses what you need from a mentor—sounding board? Advice? Feedback?
- ✓ Ask the mentor for some background information about him/herself
- ✓ Discuss with your mentor what you hope to gain from the mentoring relationship
- ✓ Determine if it is the right fit



More responsibility

- Mentor/Mentee Program
- Junior BOD Program
- Leader Training



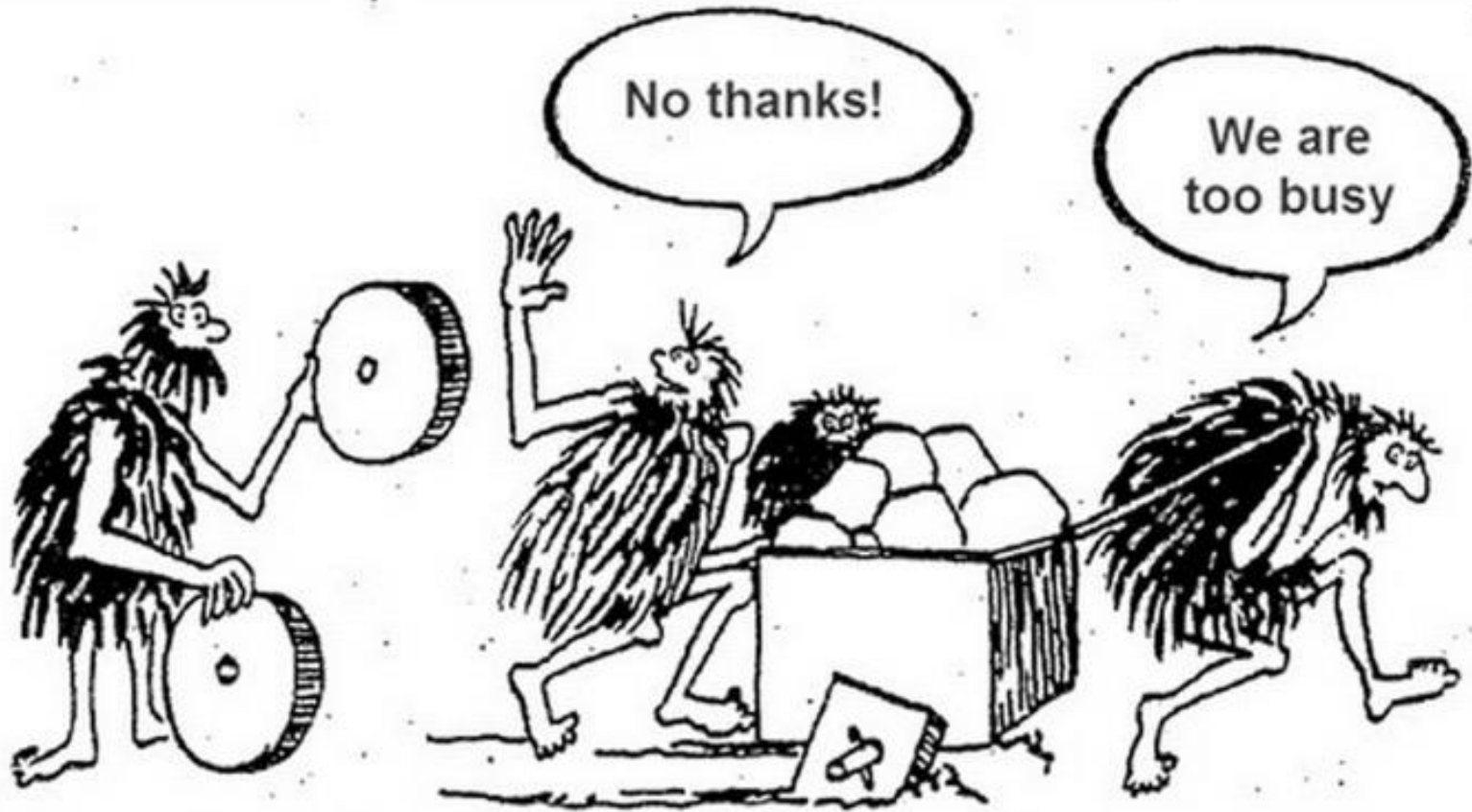
What helped prepare AndreaS for the transition?

- Involvement in HQ (panels, projects, groups, etc.)
- H&V Leadership-to-Leadership (L2L) Program
- Conference participation both locally and nationally
- Presenting both locally and nationally
 - leaders work together to ensure we are seen within IL and nationally
- Outreach at hospitals and Early Intervention offices
- Leading planning of large fundraising events

Determining what we wanted to do:

- Andrea² discussed moving to the model of ED/President Collaboration
- Ensured we were both 100% in
 - No question about whether we wanted to make this change
 - Many discussions had about what this will look like
 - transparency about what we weren't comfortable with and what we were
- Progressively made the switch
 - AndreaS was a VP full-on for 1 year
 - AndreaS was VP, but mainly President-in-training, Year 2
 - Transition occurred at the end of Year 2 and she was prepared for that

No need to reinvent the wheel!



Don't waste time reinventing the wheel

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Creation of documents to help support how the Chapter is run



Teamwork with other team members



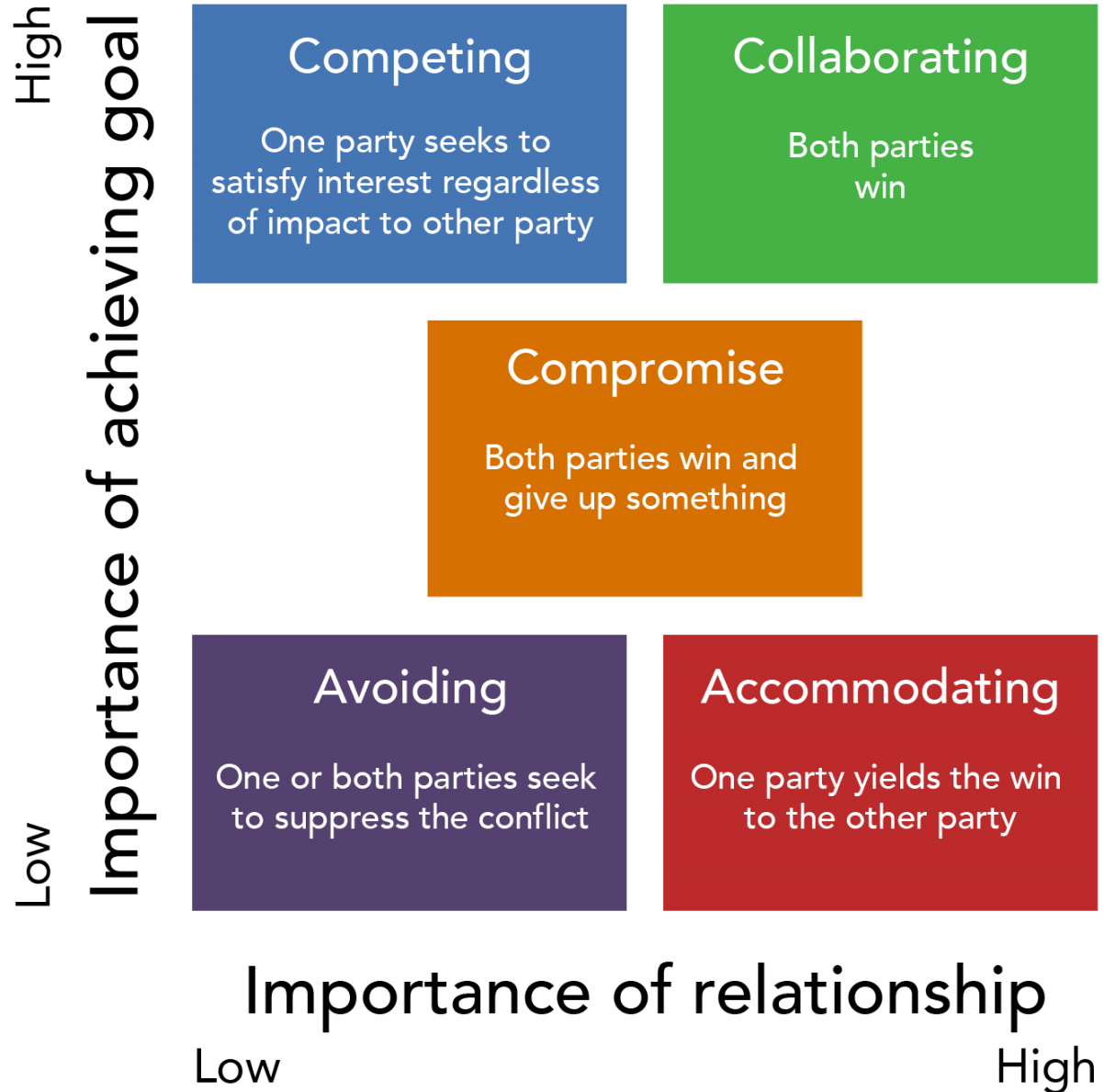
Discover items from other Chapters



Google is our friend

Hierarchal Relationships Changed

- Procedure changed
- Go-To people changed
- Leadership changed
- Conflict occurred
- Conflict resolved
- *“Right now, I’m not speaking as your friend”*



Succession Planning



- Many working sessions exploring the current role and responsibility of the President and what could be moved to the ED
- We had an original succession plan but now had to break it down to 4 exclusive succession plans: President, ED, GBYS Coordinator, Treasurer
- Utilization of online formats to share and safely store items
 - Trello
 - Non-profit Google

Streamlining Functions

- **Grants** - we knew we'd need someone to dedicate to this task
- **Contracts** - we wanted to be sure we had the capacity to take on smaller contracts
- **W9 Contractors** - someone needed to lead this effort
- **Leadership** - Board oversees ED, ED oversees programs within the Chapter and manages all funding

Why Job Descriptions

- Helped to create the new/updated roles
- Helped us determine who does what
- Clear division of responsibility



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YOUR SIDE
ILLINOIS

ORGANIZATION JOB DESCRIPTIONS

Illinois Hands & Voices Guide By Your Side

December 2021
Version 1.0



P&P Document

- After we worked on the succession documents, which we've realized are living documents that change over
- Clearly state when roles overlap and Executive Board work in tandem on a particular activity/item
- Prompted organization-wide job descriptions
- Prompted Chapter policy and procedure, we'd matured into a very active Chapter and needed some consistency
 - didn't want to deter new members from doing
 - didn't want inaccurate information out there

Why change the P&P Doc

Helped stem misunderstandings

Created cohesion between ILHV and GBYS where P&P was concerned



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POLICY AND PROCEDURE

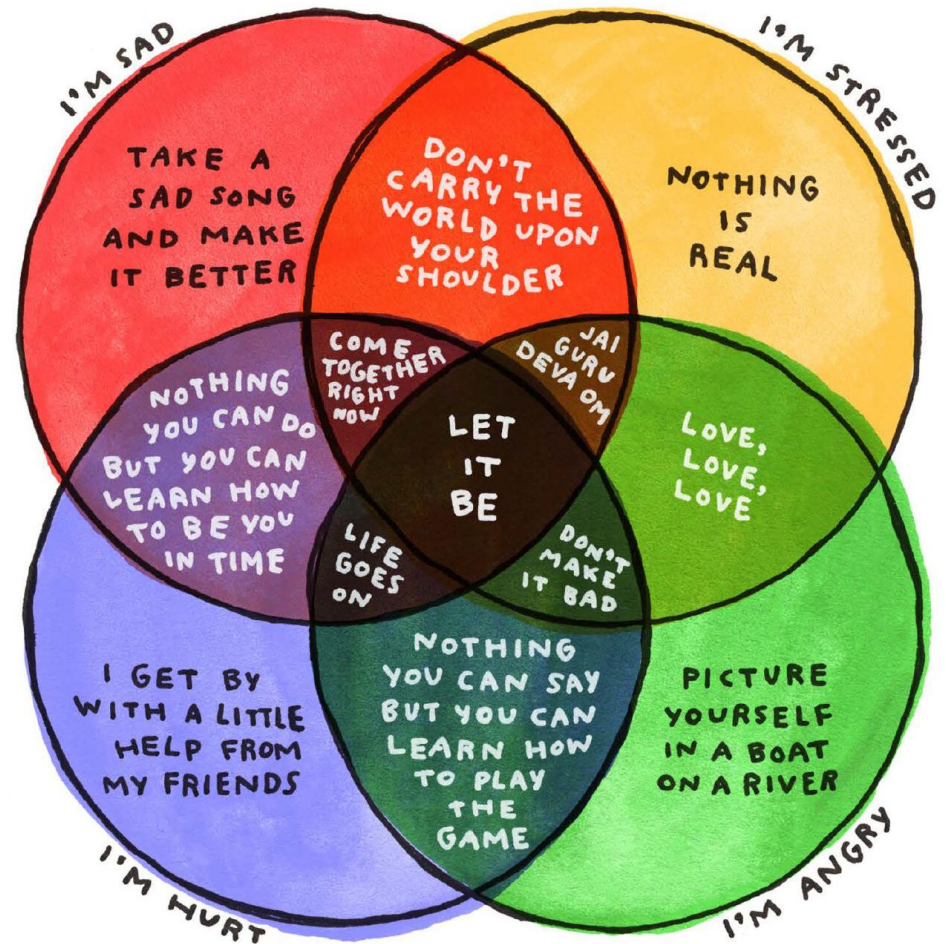
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The Art of Delegation

- The how-to of delegation
- Dispelling the myth *“If you want it done right, do it yourself”*
- Trust
- Empowerment

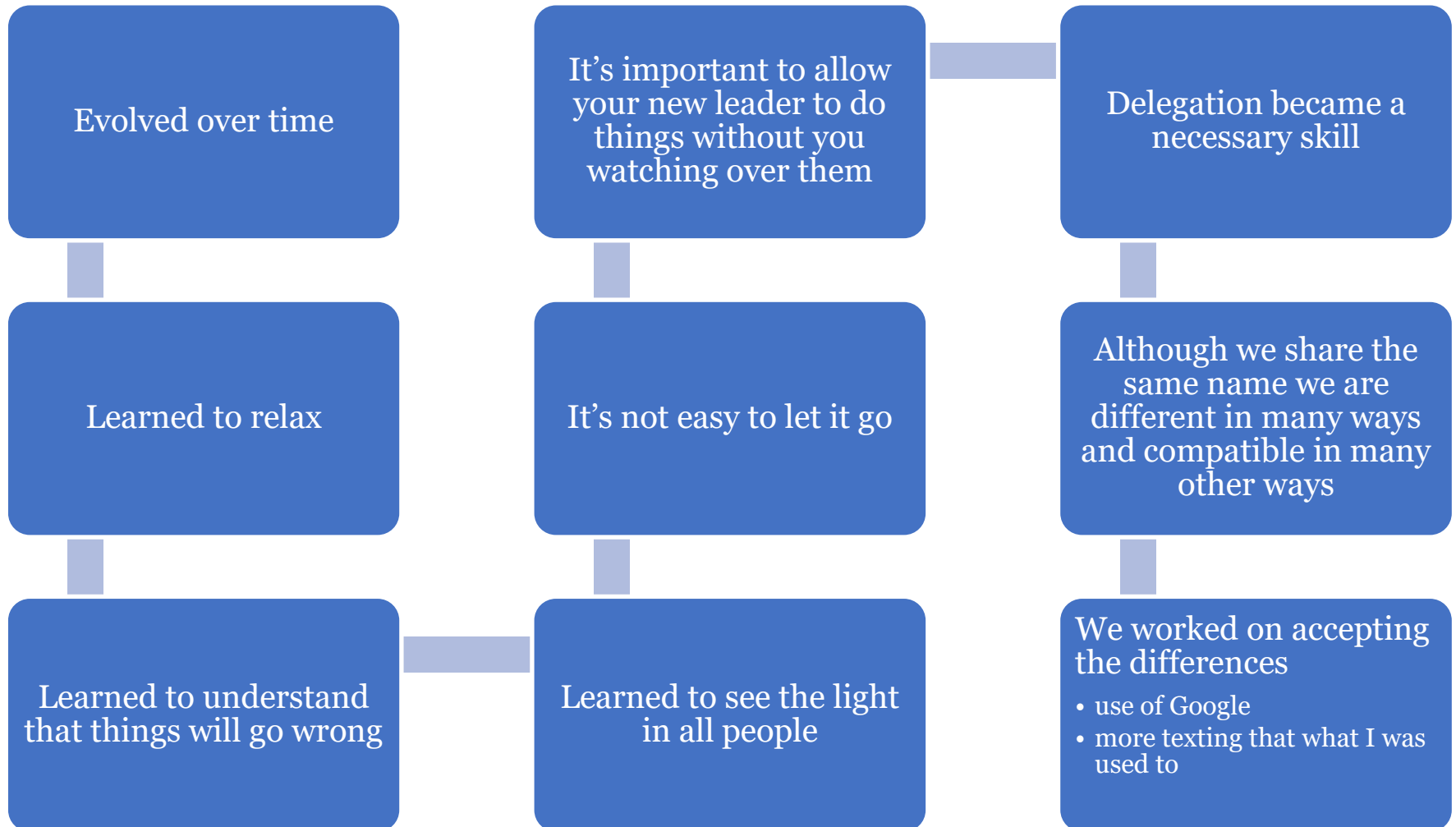




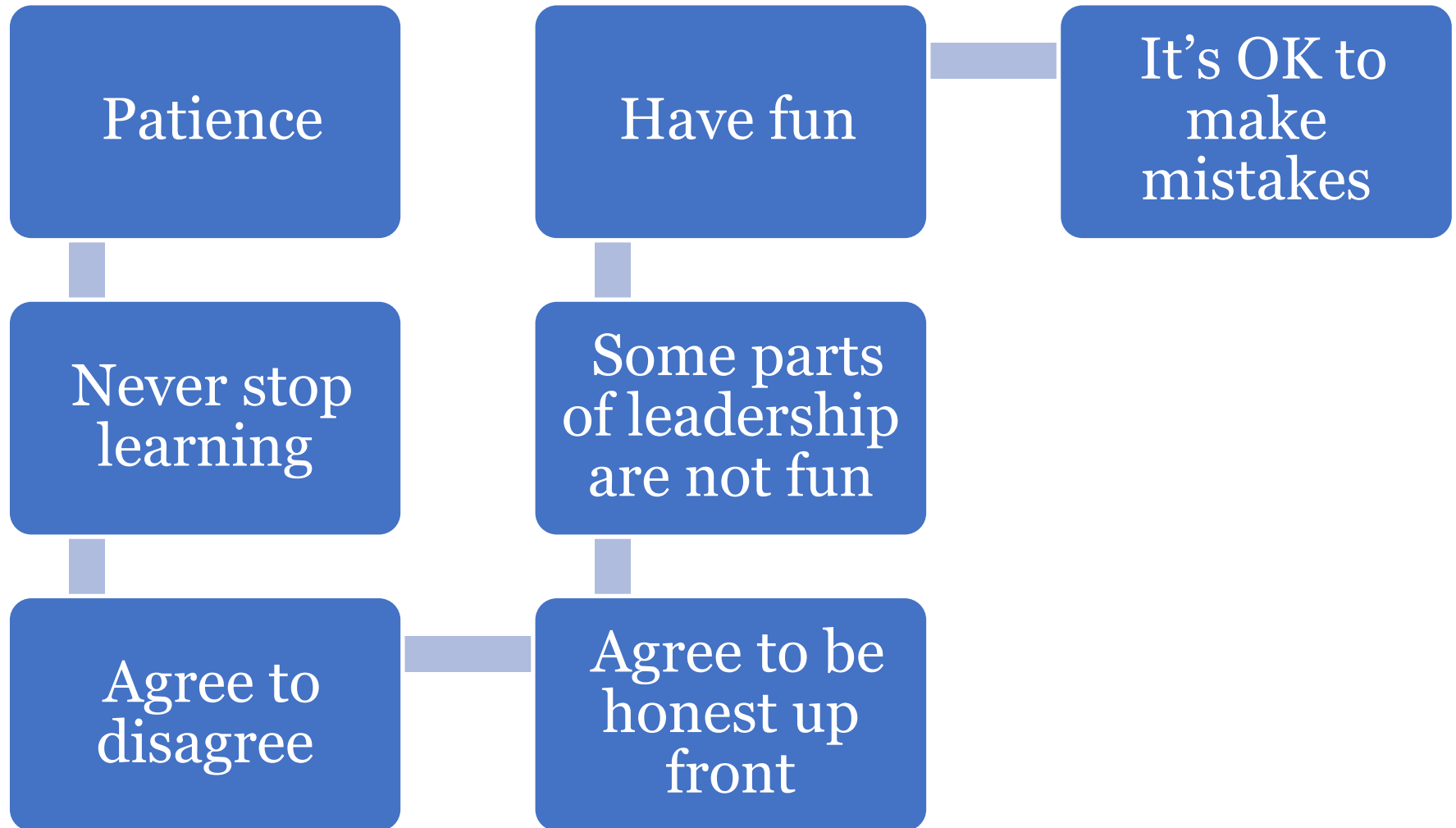
How to manage conflict

- Open line of communication
- Agreeing to disagree
- Addressing issues when they arise
- Active listening
- Come to understanding

AndreaM LESSONS LEARNED



AndreaS LESSONS LEARNED





Contact us

Andrea Marwah

executivedirector@ilhandsandvoices.com

Andrea Stambaugh

Andrea.Stambaugh@ilhandsandvoices.com