



LITTLE PEOPLE OF AMERICA
Empowerment • Awareness • Community

OFFICER TRAINING

I always wondered
why somebody didn't
do something about
that. Then I realized I
was somebody.

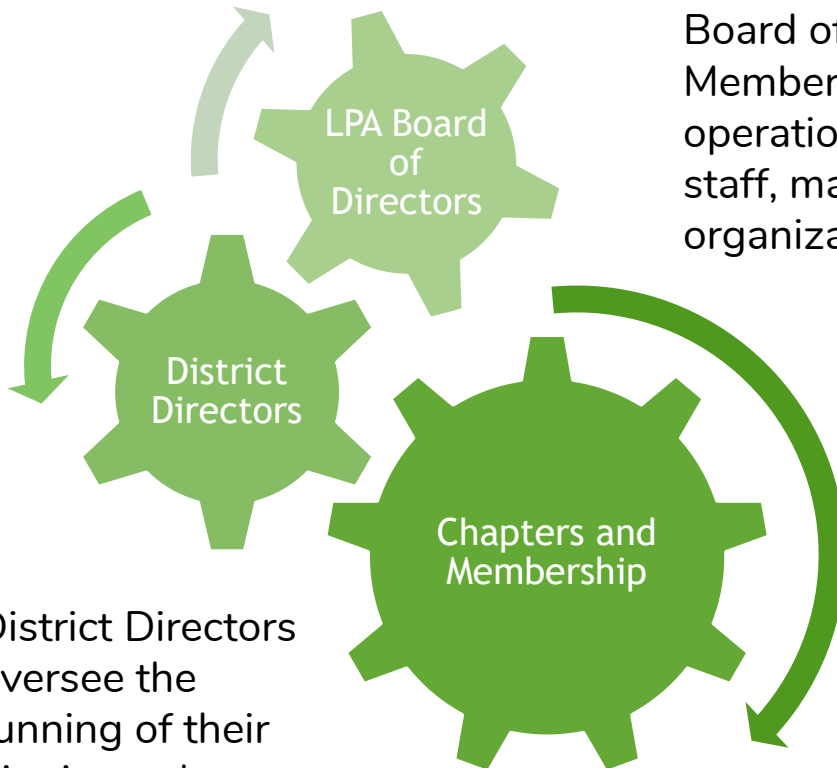
-- *Lily Tomlin*

Training Overview

- ▶ How LPA Works
- ▶ LPA National Office in Sonoma, California
- ▶ LPA Bylaws
- ▶ LPA Policy Manual
- ▶ 2017 Strategic Plan
- ▶ Supporting Documents
 - ▶ Case for Support
 - ▶ The Message of LPA
 - ▶ Officer Handbook
 - ▶ LPA Best Practices
 - ▶ Dwarfism Awareness Month

How LPA Works...

The Board of Directors consists of 11 members, pictured on the following Board of Directors Chart. The Board Members run some of the day-to-day operations, oversees the office and staff, makes LPA policy, and the overall organizations management.



District Directors oversee the running of their district and chapters.

Local volunteers and chapter officers keep LPA running in cities and counties through the US. We have 73 chapters.

LPA Board of Directors



President
Mark Povinelli



Vice President
Jon North



Finance Director
Bryce Schelhaas



Public Relationship
Director
Cuquis Robledo



Advocacy Director
Michelle Kraus



Programs Director
Danielle Frank



Membership Director
Ben Woika



Development Director
Ethan Crough



Eastern Regional Rep
Michael Petruzzelli



Central Regional Rep
Becky Roach



Western Regional Rep
Jon Welch

LPA BOD and Committees

President

- Personnel
- Bylaws & Policies

Senior Vice President

- Chapter
- Employment
- Historian

Development Director

- Raise Funds for LPA

Membership Director

- Parent Groups
- Teens and OWLS
- International Members

Finance Director

- Finance Committee
- Fundraising

Programs Director

- Oversees all programs that allocate grants to applicants (i.e., adoption, conference assistance, scholarships)

Public Relations Director

- LPA Today
- Any PR request or statement

Advocacy Director

- Education, medical, insurance issues
- Workplace and advocacy programs

Eastern, Central & Western Regional Reps

- District Directors
- Committees and tasks as assigned

LPA National Office

What does the office staff do?

- ▶ Answer telephone calls
- ▶ Answer emails
- ▶ Process memberships via postal mail, online memberships and phone
- ▶ Provides support to Board, District Directors, Chapter Presidents and members
- ▶ Membership renewals and reminders
- ▶ Various projects as assigned – membership cards, statistics
- ▶ Processes roster requests

LPA National Office

What does the office staff do?

- ▶ Maintains the database
- ▶ Conference Registration and processing – online, via mail, and onsite
- ▶ Conference Management Committee Support – oversees and creates all conference publications and registration system, hotel site selection, contracts, onsite management, staff member currently serves as Committee Chair of CMC.
- ▶ Staff currently serves as LPA Today publication editor

Additional Staff Tasks

- ▶ Support the executive committee with projects or committees as assigned (i.e. governance committee, finance committee, LPA Today, etc..)
- ▶ Create fundraising strategies (i.e. \$50 for 50)
- ▶ Create marketing strategies and overall adherence to the strategic plan
- ▶ Oversees the computer information systems and website
- ▶ Manages and cultivates donor relationships
- ▶ Continuing education – attend seminars and trainings, member of AFP – Association of Fundraising Professionals, CalSAE – California Association Executives
- ▶ Runs day to day operations

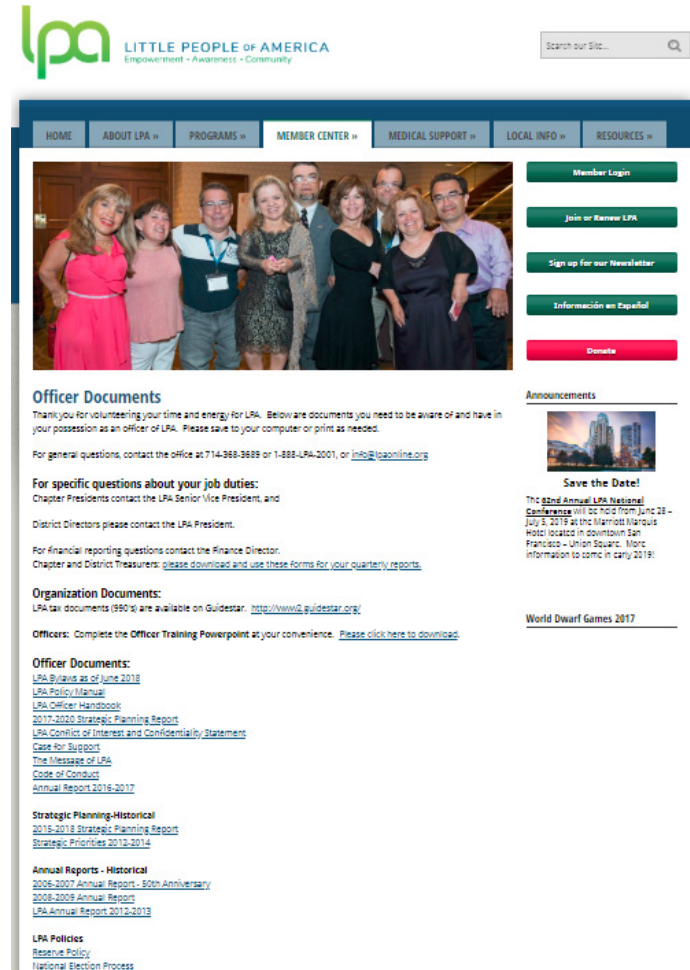
Office Terms and Important Notes

- ▶ HOH – head of household
- ▶ HOH members – people in household but not HOH.
- ▶ Paid or Lapsed
- ▶ To order a roster simply call or better yet, send an email to info@lpaonline.org requesting what you want. Only CP's and DD's may request rosters.
- ▶ We will send an excel sheet that you can turn into labels.
- ▶ All officers need to sign and fax or mail in the conflict of interest/confidentiality form
- ▶ Please be sure to let the office know about any officer changes by email.
- ▶ A quarterly email goes out to all officers (district and chapter) about important things going on in LPA.

Important Documents

Location:

Member Center>>Officers Documents



The screenshot displays the LPA website's Member Center. At the top, the LPA logo is accompanied by the text "LITTLE PEOPLE OF AMERICA" and the tagline "Empowerment • Awareness • Community". A search bar is located in the top right corner. Below the header, a navigation menu includes links for HOME, ABOUT LPA, PROGRAMS, MEMBER CENTER (which is highlighted), MEDICAL SUPPORT, LOCAL INFO, and RESOURCES. On the right side of the page, there are buttons for Member Login, Join or Renew LPA, Sign up for our Newsletter, Información en Español, and Donate. The main content area features a group photo of LPA members. Below the photo, the "Officer Documents" section provides information for volunteers, including contact details for general questions and specific job duties for Chapter Presidents, District Directors, and financial reporting. It also lists "Organization Documents" available on Guidestar and "Officer Documents" such as the LPA Bylaws, Policy Manual, and various reports. A "Save the Date!" announcement for the 62nd Annual LPA National Conference is also present, along with a link to "World Dwarf Games 2017".

lpa LITTLE PEOPLE OF AMERICA
Empowerment • Awareness • Community

Search our Site...

HOME ABOUT LPA PROGRAMS **MEMBER CENTER** MEDICAL SUPPORT LOCAL INFO RESOURCES

Member Login
Join or Renew LPA
Sign up for our Newsletter
Información en Español
Donate

Officer Documents
Thank you for volunteering your time and energy for LPA. Below are documents you need to be aware of and have in your possession as an officer of LPA. Please save to your computer or print as needed.
For general questions, contact the office at 714-968-9689 or 1-888-LPA-2001, or info@lpaonline.org
For specific questions about your job duties:
Chapter Presidents contact the LPA Senior Vice President, and
District Directors please contact the LPA President.
For financial reporting questions contact the Finance Director.
Chapter and District Treasurers: [please download and use these forms for your quarterly reports.](#)


Organization Documents:
LPA tax documents (990s) are available on Guidestar: <http://www.guidestar.org/>
Officers: Complete the **Officer Training Powerpoint** at your convenience. [Please click here to download.](#)

Officer Documents:
[LPA Bylaws as of June 2018](#)
[LPA Policy Manual](#)
[LPA Officer Handbook](#)
[2017-2020 Strategic Planning Report](#)
[LPA Conflict of Interest and Confidentiality Statement](#)
[Case for Support](#)
[The Message of LPA](#)
[Code of Conduct](#)
[Annual Report 2016-2017](#)

Strategic Planning-Historical
[2018-2018 Strategic Planning Report](#)
[Strategic Priorities 2012-2014](#)

Annual Reports - Historical
[2006-2007 Annual Report - 50th Anniversary](#)
[2008-2009 Annual Report](#)
[LPA Annual Report 2012-2013](#)

LPA Policies
[Revenue Policy](#)
[National Election Process](#)

Announcements

Save the Date!
The 62nd Annual LPA National Conference will be held from June 28 - July 8, 2018 at the Marriott Marquis Hotel located in downtown San Francisco - Union Square. More information to come in early 2018!

World Dwarf Games 2017

The LPA Bylaws

Updated July 2018

- ▶ Started in 1957
- ▶ Incorporated as a nonprofit in 1961
- ▶ Designated as a tax exempt organization in 1986.

ARTICLE III - PURPOSE

The purpose of LPA is to assist people of short stature with their physical and developmental concerns through medical, environmental, educational, vocational, and parental guidance. Our members will provide peer support and personal example to all those who reach out to LPA. By networking with national and international growth related and genetic support groups, LPA will enhance knowledge and support short stature individuals.

LPA Bylaws – Basic facts

- ▶ Eligibility
 - ▶ Generally 4'10" or under
 - ▶ Average-height relatives or supporters are allowed.
- ▶ Classifications
 - ▶ LP
 - ▶ Average-height
 - ▶ Children
 - ▶ Teens, Life.
- ▶ Obligations
 - ▶ Pay dues on time,
 - ▶ endeavor to attend meetings,
 - ▶ Support
 - ▶ vote
- ▶ Board of Directors is the President and 10 Board Members
- ▶ Election Cycle
- ▶ Duties of Board of Directors and District Directors – term of office, duties, geographic boundaries, meetings

District Directors

- ▶ District Directors oversee the operations of their district and chapters.
- ▶ Terms of Office – 3 years with a two consecutive term limit.
- ▶ Each District needs an Assistant District Director.
- ▶ District voting should take place from August 1 to December 1 in the proper year.
- ▶ A District Director shall have been an eligible voting member of LPA for 2 years and an active member of the district for one year.
- ▶ District Directors sit on the Council of District Directors and have at least 2 meetings per year with the LPA Board of Directors.

District Director Duties

- ▶ Screen applicants for membership.
- ▶ Appoint committee chairs for the district.
- ▶ Oversee chapters.
- ▶ Authority limited to respective districts and boundaries.
- ▶ Provide financial reports as requested.
- ▶ Train the District Director Elect.
- ▶ Shall be responsible for at least one meeting (usually a “Regional” per year, within 6 months prior to the national conference.
- ▶ Organize District Meeting
- ▶ Events – helpful note – if you need insurance for the Regional, contact the office. The Board voted to cover the cost of insurance for Regional Meetings.

Chapter & Chapter Presidents

- ▶ Need eight eligible voting members to form a chapter.
- ▶ A chapter is inactive when membership falls below 5 eligible voting members or the chapter has not met for one year.
- ▶ Each chapter has bylaws. Do you know where yours are?
- ▶ A Chapter President shall have been an active voting member for one year in the chapter before becoming president.
- ▶ Board of Directors has ultimate authority.

Important Bylaw Finance Information



- ▶ LPA's Fiscal year is October 1 – September 30. The LPA budget is public information.
- ▶ Finance Reports are due to the Finance Director 2 times a year.
- ▶ You can not hold office if your dues are delinquent.
- ▶ The LPA office periodically goes through all the District and Chapter officers to make sure dues are current.
- ▶ Not turning in your financials jeopardizes the LPA 501 c3 status.
- ▶ The Board also has the ability to withhold chapter and district rebate payments if you do not turn in your financial forms in a timely manner.

LPA Policy Manual

Updated July 2017

- ▶ The Policy Manual goes into further detail about the positions and responsibilities for all volunteer officer positions and committee chairs. These are items that have been voted on and discussed by the board of directions.
- ▶ Districts and chapters receive a percentage of annual membership fees issues semi-annually on June 30 and Dec. 31.
- ▶ Districts shall receive their rebates only if they have submitted their completed financials to the Finance Director. In other words....those reports are really important.

Strategic Planning

- ▶ The LPA Board of Directors meets every 2-4 years to review and develop our strategic plan. Previous strategic plans were created in January 2005, January 2008, February 2012, February 2015, and September 2017. It is customary to revise a strategic plan every 2-4 years in the nonprofit sector.
- ▶ The strategic plan guides LPA in our choices for projects, programs, fundraising, and finances for the upcoming years.

Supporting Documents & Officer Tool Kits

In addition to [LPA Bylaws](#), [LPA Policy Manual](#), and [LPA Strategic Plan](#), there are a number of other useful documents located on our website.

- ▶ [Officer Handbook](#)
- ▶ [Case for Support](#)
- ▶ [The Message of LPA](#)
- ▶ [Regional Planning Policy Manual](#)
- ▶ [District Guidelines - Financial Best Practices](#)
- ▶ [LPA Fundraising Guidelines for Chapters and Districts](#)
- ▶ Websites and Facebook pages

You should know what these are and what to do with them. They are there to help you in your job and in your time volunteering with LPA.

Officer Handbook

- ▶ The Officer Handbook is an easy to read reference on how to be an officer and what is required of the position
- ▶ The handbook includes a list of LPA Milestones
- ▶ Both District and Chapter responsibilities are included.
- ▶ The Officer Handbook also includes general information regarding itinerary for a business meeting and record preservation.

Case for Support

- ▶ The Case for Support is a comprehensive document for any officer in LPA to use. It combines our history, goals, fundraising needs, programs, testimonials and messaging of LPA.
- ▶ You are allowed to pull any piece of the Case that you need for your purpose – i.e. writing a grant, a fundraising letter, if you are contacted by the media, etc.
- ▶ It is there to help you and to make it easier so you don't have to 'reinvent the wheel' when talking about LPA.

The Message of LPA

- ▶ Also known as an “elevator speech”.
- ▶ The Message of LPA is a quick description with important features, 5 fast facts, and perhaps a brief story and our mission.
- ▶ You need to be able to explain, educate and create awareness in less than 2 minutes.

Regional Planning Policy Manual

- ▶ A guide for LPA District Officers to use for planning successful Regional Conferences.
- ▶ Districts are encouraged to follow the best-practices guidelines included in this manual .
- ▶ Important areas covered include Code of Conduct, timeline, hotel contracts, and finance/budgeting.
- ▶ Manual also includes guidelines for making site selections and considerations for Requests for Proposals.

District Guidelines

Financial Best Practices

- ▶ Document is a statement of Best Practices by the LPA Finance Committee for implementation by District Officers.
- ▶ Financial Best Practices is designed to encourage uniformity and ease the transition of responsibilities following District elections.

LPA Fundraising Guidelines

- ▶ Collection of tips for Chapter and District level fundraising.
- ▶ Resources provided for various types of fundraising ideas.
- ▶ Includes LPA's 501(c)3 tax identification number.

LPA Websites & Facebook Pages



- ▶ www.lpaonline.org – our main site
- ▶ <http://lpamrs.memberclicks.net/> - LPA's medical resource site. You can also get here from the LPA Home Page>>Medical Support>>Medical Resource Center
- ▶ Facebook – search for “Little People of America”. We have more than 14,000 ‘Likes’ on our page.
- ▶ Facebook Parents Group – search “LPA Parents Page”. Other parent page groups or diagnosis specific pages are not affiliated, nor managed, nor overseen by LPA.
- ▶ Other LPA sponsored Facebook pages are: “LPA Advocacy!” and “LPA Adoption”.
- ▶ Officers are invited to join the Facebook “LPA Officers Page”.

Dwarfism Awareness Month

- ▶ Started in 2009. Dwarfism Awareness Month was started in an effort to be proactive in encouraging public awareness of positive stories of the dwarfism community. In keeping with our mission LPA has declared October National Dwarfism Awareness Month.
- ▶ More than 20 states have declared October Dwarfism Awareness Month.
- ▶ How you can help:
 - ▶ Hold an event of some kind.
 - ▶ Attempt to have an article or television piece published.
 - ▶ Contact your local state legislature and get October declared National Dwarfism Awareness Month in your state.
- ▶ LPA has a number of resources available:
 - ▶ Dwarfism Awareness Outreach Brochure (on website)
 - ▶ Dwarfism Flyer (on website)
 - ▶ Dwarfism Awareness Videos (on website)
 - ▶ Dwarfism Awareness wristbands can be ordered from National Office – contact info@lpaonline.org

LPA and Brand Identity

- ▶ The national LPA website has a ton of information on it. Please always refer members and prospective members there and be sure your chapter and district websites link to the national site.
- ▶ LPA unveiled a new LPA Logo in July 2018, along with a brand guideline document.
- ▶ Chapter and District websites need to adhere to some basic rules when using the LPA logo. Please do not change the color or the feel of the logo without approval. Please refer to the [Brand Guideline](#) document located on the website and contact the Executive Director with any questions.
- ▶ You may request letterhead, digital or paper, from the office.

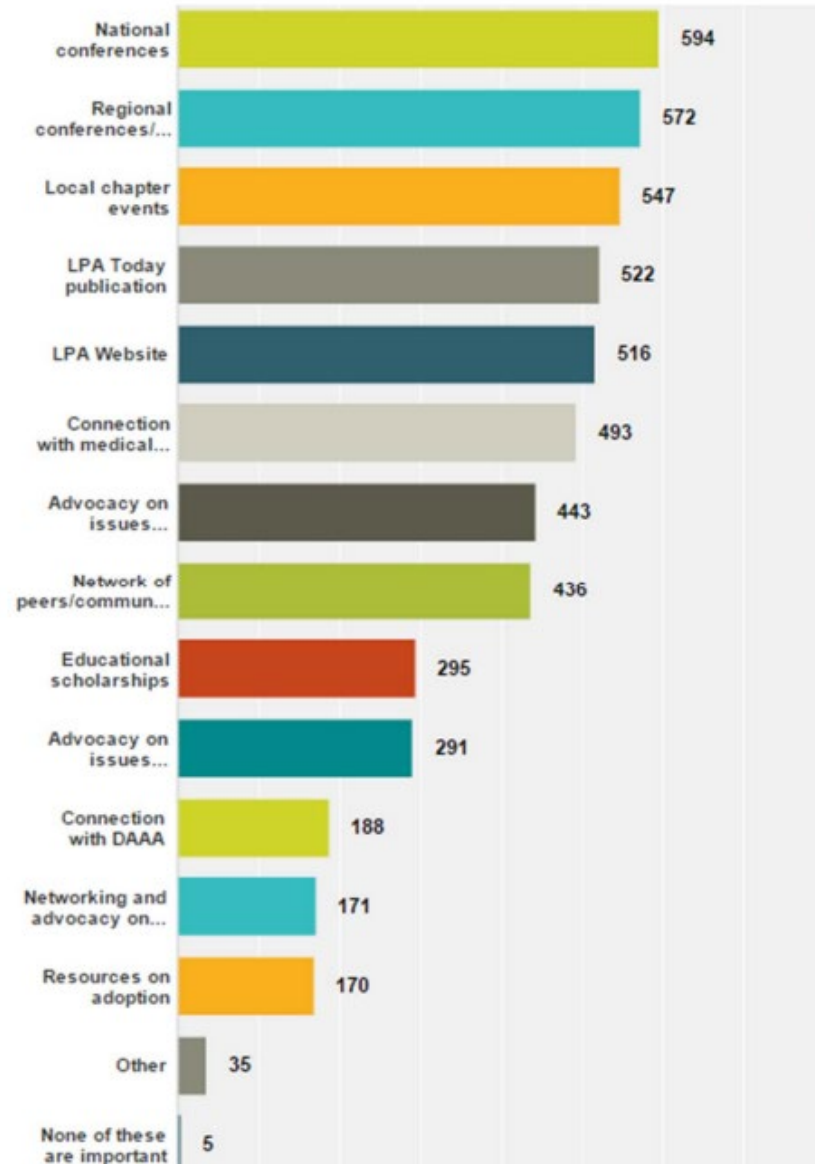
Membership Survey 2015

In January and February of 2015 LPA ran a membership survey. 750+ people responded. Here is a summary of our results:

- ▶ Respondents: 70% female, 30% male
- ▶ 63% were between the ages of 26-55
- ▶ 35% LP's without children, 17% LP's with children, 44% AH parents or partners/spouse
- ▶ 69% had achondroplasia, 7.8% SED, 4% hypochondroplasia, 4% pseudoachondroplasia, 3.8% Diastrophic Dysplasia, 17% type other than listed.
- ▶ Respondents members 11 years or more – 50%

Membership Survey 2015

What services/activities that LPA offers are something that is important to you?
(check all that apply)



We compiled all the comments and created this word cloud of what LPA means to our members. Words are scaled as to the amount of times a word was mentioned in a comment.



Thank you for your time and your support of LPA. LPA survives and thrives thanks to members like you.

*Thank
you*

