



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.

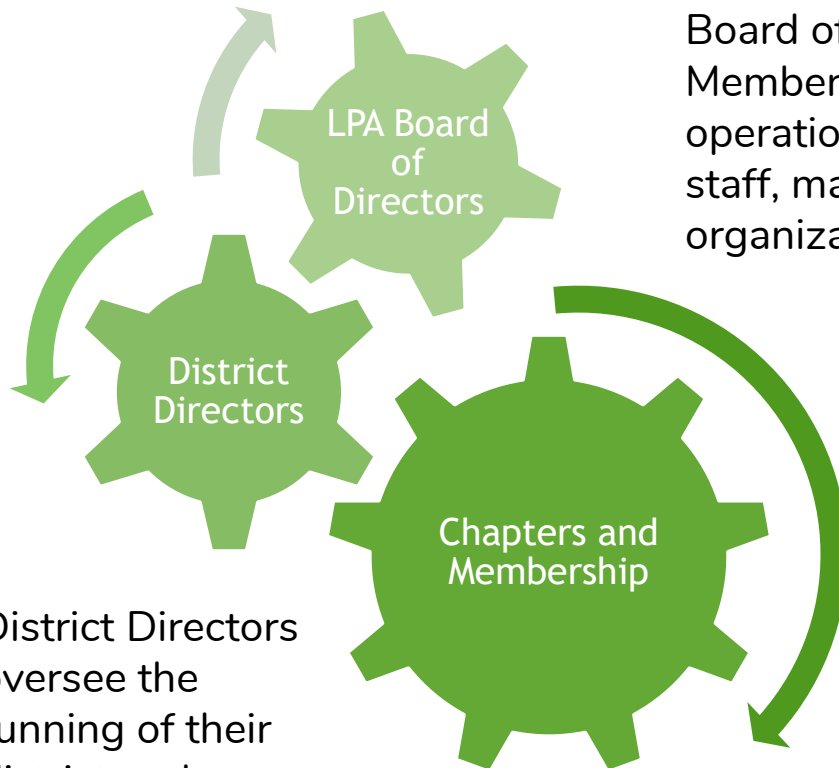
-- *Lily Tomlin*

# Training Overview

- ▶ How LPA Works
- ▶ LPA National Office in Sonoma, California
- ▶ LPA Bylaws
- ▶ LPA Policy Manual
- ▶ 2021-24 Strategic Plan
- ▶ Supporting Documents
  - ▶ Case for Support
  - ▶ District/Chapter Activity Report
  - ▶ 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  
Eileen Norman



Membership Director  
Rachel Keller



Finance Director  
Tanya Morato



Inclusion Director  
Maria McClellan



Advocacy Director  
Samantha Rayburn-  
Trubyk



Programs Director  
Danielle Frank



Public Relationship  
Director  
Jennifer Crumly



Development Director  
Jon Welch



Eastern Regional Rep  
Josh Maudlin



Central Regional Rep  
Allison Lourash



Western Regional Rep  
Lee Uniacke

# LPA BOD and Committees

## President

- Personnel
- Bylaws & Policies

## Inclusion Director

- Inclusion Committee
- Employment
- Historian

## Development Director

- Raise Funds for LPA
- Corporate Sponsorship

## Membership Director

- Parent Groups
- Rainbow, 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
- Chapter

# 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, Committees, 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* layout 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. End-of-the-Year campaign)
- ▶ 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, typically person with dwarfism.
- ▶ Family Members – individuals in the same household but not HOH.
- ▶ Paid or Lapsed
- ▶ To order a roster simply call or better yet, send an email to [staff@lpaonline.org](mailto:staff@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 newly appointed officers should contact the National Office to schedule an Onboarding Call. Onboarding Calls may also include District Directors and/or Regional Representative.
- ▶ 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 bi-monthly email goes out to all officers (district and chapter) about important things going on in LPA.

# Important Documents

Location:

Member Center>>Officers Documents



[Home](#) | [About LPA](#) | [Programs](#) | [Member Center](#) | [Medical Support](#) | [Local Info](#) | [Resources](#)

## 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 714-368-3689 or 1-888-LPA-2001, or [info@lpaonline.org](mailto: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 (990's) are available on Guidestar. <http://www2.guidestar.org/>

**Officers:** Complete the **Officer Training Powerpoint** at your convenience. [Please click here to download.](#)

### Officer Documents:

[LPA Bylaws as of July 2021](#)  
[LPA Policy Manual](#)  
[LPA Officer Handbook](#)  
[2021-2024 Strategic Planning Report](#)  
[2021 IDEA Report](#)  
[LPA In-Person Event Guidelines](#)

[LPA Conflict of Interest and Confidentiality Statement](#)  
[Case for Support](#)  
[The Message of LPA](#)  
[Code of Conduct](#)  
[2019 Annual Report](#)

[Member Login](#)

Search our site. [Search](#)

[Donate](#)

### Quick Links

[Join Now](#)

[Información en Español](#)

[Code of Conduct](#)

### Announcements

#### See What's Happening



[LPA's Calendar of Events](#)

[Check out VirtualPALooza Recordings!](#)

[Click HERE to check out LPA's New Online Store!](#)

[COVID-19 Information from MAB](#)

# The LPA Bylaws

Updated July 2023

- ▶ 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, Lifetime Member
- ▶ Obligations
  - ▶ Pay dues on time
  - ▶ Endeavor to attend meetings
  - ▶ Support
  - ▶ Vote
- ▶ Board of Directors is the President and 10 Board Members
- ▶ Election Cycle
  - ▶ President, Inclusion, Finance, & Membership Directors
  - ▶ Regional Reps
  - ▶ Programs, Development, Advocacy, and Public Relations Directors
- ▶ 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 and Treasurer.
- ▶ District voting should take place from August 1 to December 1 in the proper year. District elections may be done with electronic balloting.
- ▶ 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 and keep chapter officers updated on LPA information from the Board of Directors.
- ▶ 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. Oversees the Regional planning.
- ▶ 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.
- ▶ Chapter Bylaws in effect prior to June 2021 are no longer be in effect, and the governance model for chapters are defined in the Little People of America, Inc. Bylaws.
- ▶ Chapter officer terms are 2 years; officers may serve up to three consecutive terms, more if there is no other member willing to run for election for the position.
- ▶ Even-numbered chapters elections take place in even-numbered years, odd numbered chapters elections take place in odd-numbered years.
- ▶ 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 quarterly.
- ▶ 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 district & chapter financials jeopardizes the LPA 501 c3 status.
- ▶ The Board also has the ability to withhold district & chapter rebate payments if financial forms are not submitted in a timely manner.

# LPA Policy Manual

Updated July 2023

- ▶ 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 Directors.
- ▶ 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 important.

# Strategic Planning

- ▶ The LPA Board of Directors meets approximately every three years to review and develop our strategic plan, usually the fall or spring following the election of the president. Our current strategic plan was finalized in the spring 2021. 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](#)
- ▶ [District/Chapter Activity Report](#)
- ▶ [Case for Support](#)
- ▶ [The Message of LPA](#)
- ▶ [Regional Planning Policy Manual](#)
- ▶ [District Guidelines - Financial Best Practices](#)
- ▶ [LPA Fundraising Guidelines for Chapters and Districts](#)
- ▶ [Fundraising Toolkit Webinar](#)
- ▶ 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 during 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.

# District/Chapter Activity Report

- ▶ The activity report is intended to be completed after a chapter or district has held an event.
- ▶ Activity reports should be completed for both in-person and virtual events.
- ▶ Approximately twice a year, the National Office will compile the information in the activity reports and circulate to District Directors. The report can be used to generate ideas for other chapter/district events.
- ▶ The activity reports are an important source for data to use when reporting to donors or potential corporate sponsors. It is important that we have accurate information regarding the number of events and approximate number of people attending.

# 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 Fundraiser Webinar

- ▶ Recorded workshop is intended for LPA Officers and Volunteer Leaders who are interested in planning fundraising events in their chapters or districts.
- ▶ One of LPA's Chapter President shares a collection of templates, guidelines, and best practices developed from the lessons learned through many years of planning a highly successful annual food & wine pairing event
- ▶ Page includes links for the following:
  - ▶ [Link to webinar recording](#)
  - ▶ [Copy of Presentation](#)
  - ▶ [Sample Auction Procurement Document](#)
  - ▶ [Program Guide Example](#)
  - ▶ [Invite Example](#)

# LPA Websites & Facebook Pages



- ▶ [www.lpaonline.org](http://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 21,000 followers of 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 groups/pages are: “LPA Advocacy!” and “LPA Adoption”.
- ▶ Officers are invited to join the Facebook “LPA Officers Page”.
- ▶ Official LPA-sanctioned District/Chapter Facebook groups/pages are to be administered by at least one LPA elected officer and one LPA staff. Other administrators/moderators can be assigned by an elected officer. LPA Facebook groups are to have the LPA approved rules listed. LPA staff can assist with updating the group rules.

# 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 & pencils can be ordered from National Office – contact [staff@lpaonline.org](mailto:staff@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

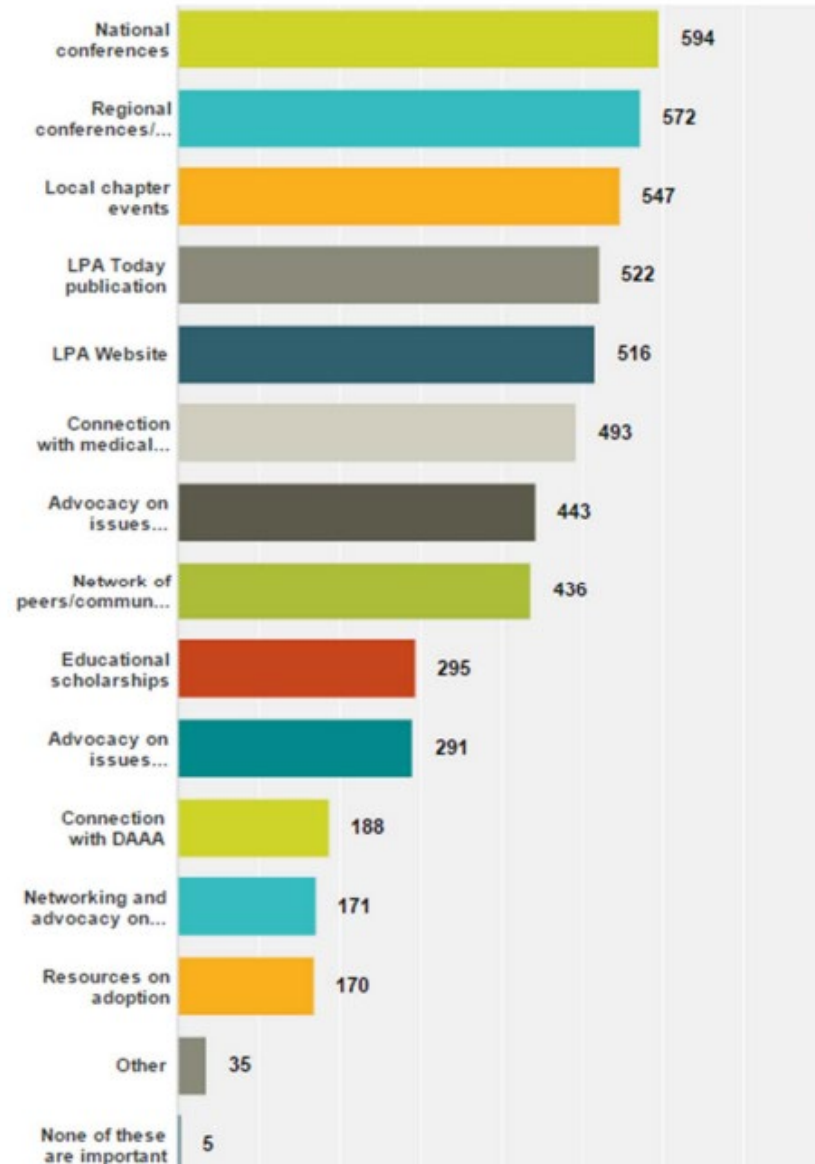
In January and February of 2015 LPA ran a membership survey. 750+ people responded. Here is a summary of our results:

- ▶ 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*

