



October 1, 2019

Nathan Poore  
Town Manager  
Town of Falmouth  
271 Falmouth Road  
Falmouth, ME 04105

Dear Nathan,

**Re: Tripartite Governing Board Structure**

Per the Tripartite Governing Board Structure requirements, I am writing to request the appointment of Colette Twigg-Rowse to The Opportunity Alliance Board of Directors, Public Sector. Colette, a resident of Falmouth, has been an active member of the Board in the Private Sector capacity. I have included Colette's bio below for your consideration.

**Tripartite Governing Board Structure Background**

Since 1968, local Community Action Agencies have been required to have tripartite governing boards to gain and retain designation as eligible entities and to receive CSBG funding. According to the Office of Community Services, effective tripartite boards reflect and promote the unique anti-poverty leadership, action, and mobilization responsibilities assigned by law to Community Action Agencies. Boards are responsible for assuring that agencies continue to assess and respond to the causes and conditions of poverty in their community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.

**Composition of Board of Directors**

According to its bylaws, the TOA Board of Directors shall have a tripartite board structure and be comprised of representatives of the Low Income, Public, and Private sectors, as defined below. One-third of the members shall represent low income residents; one-third shall be public officials or their designees; and one-third shall represent the private sector. Each sector of the Board should reasonably reflect the geographic distribution of low-income people served by the Corporation.

**Tripartite Board Structure**

- a. Low-Income (Elected) Sector Directors – At least one-third of the Directors shall be persons chosen in accordance with democratic election procedures adequate to assure that they represent the low-income persons in the geographic area served. Low-income persons shall be permitted to vote in the selection process. In order to qualify for Board membership, a low-income representative need not be low-income himself or herself.
  
- b. Public Sector Directors – One-third of the Directors shall be elected public officials, holding office on the date of selection, or their representatives, except that if the number of such elected officials reasonably available and willing to serve on the Board is less than one-third of the membership of the Board, appointive public officials or their representatives may be counted in meeting such one-third requirement.



[www.opportunityalliance.org](http://www.opportunityalliance.org)

50 Lydia Lane, South Portland, ME 04106

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*TOA's Board of Directors has several seats dedicated to representatives appointed by local municipal governments as well as by Maine legislative representatives. We seek volunteers to join Committees, the Board of Directors, and other opportunities for engagement. Candidates possess the experience of working with diverse groups of people and have past nonprofit Board experience. We are particularly focused on recruiting candidates with fundraising, healthcare, legal, marketing, public policy, and strategic planning experience.*

c. Private Sector Directors – The remainder of the Directors shall be officials or members of business, industry, labor, religious, law-enforcement, education, or other major groups and interests in the community served.

### **Colette Twigg-Rowse**

Colette brings a wealth of knowledge and experience as a banking executive and small business owner. Colette holds a BA in Economics with a minor in mathematics from the University of Vermont. Colette has returned to local banking as VP and Commercial Lender with Bath Savings Institution. Prior to that, Colette held various executive credit roles with bank and non-bank lenders. Along with starting her first year as Chair (and formerly Treasurer) of The Opportunity Alliance Board of Directors, she is also the Vice Chair of the Board of Directors of ProsperityME (formerly Community Financial Literacy).

If appointed by your Town, Colette will serve a three-year term.

### **Agency Overview**

The Opportunity Alliance (TOA) is a dynamic, results-focused Community Action Agency providing approximately 50 integrated community-based and clinical programs serving more than 20,000 people annually throughout the state of Maine. With over 50 years of experience, TOA draws from a comprehensive set of programs which address issues such as mental health, substance use, homelessness, lack of basic needs, and access to community supports. Through an extensive array of services, TOA provides opportunities for individuals to stabilize fragile situations and then works with them to achieve self-sufficiency. TOA is client-focused with extensive experience working with diverse client populations. TOA programming includes four key sectors of service: Community Building; Early Childhood Education; Economic Supports; and Health & Wellness.

Thank you for your assistance with this matter. I look forward to a continued relationship with you and the Town of Falmouth.

Sincerely,

*Joseph R. Everett*

Joseph R. Everett  
President & CEO



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