



Youth Services of Kittitas County Executive Board Responsibility & Committees

Program Vision

Youth Services Mentoring Program envisions a community in which every youth experiences nurturing one-to-one relationships and community support, which in turn, allows each of them to develop into their full potential, capable of making informed, responsible decisions as involved members of our community.

Program Mission

We envision a community where youth are given hope from an influential interaction with a grown up; to bring this aspiration into existence as we mentor youth in Kittitas County.

General Board Responsibilities for Non-Profits

According to The National Council of Non-Profits and BoardSource (<https://www.boardsource.org/>), there are ten basic responsibilities for any non-profit Board of directors:

1. **Determine 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 served.
2. **Select the chief executive.** Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. **Support and evaluate the chief executive.** The Board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
4. **Ensure effective planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. **Monitor and strengthen programs and services.** The Board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. **Ensure adequate financial resources.** One of the Board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
7. **Protect assets and provide proper financial oversight.** The Board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. **Build a competent Board.** All Boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
9. **Ensure legal and ethical integrity.** The Board is ultimately responsible for adherence to legal standards and ethical norms.
10. **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.

Structure of Standing Committees

In order for the Board of Youth Services of Kittitas County to ensure these responsibilities are carried out effectively, the following structure is proposed. This structure would also:

- promote recruitment of board members with specific expertise to meet needs;
- increase the number of people invested in Youth Services (through participation on committees);
- provide structure for work that is needed; and,
- ensure more often that Chief Executive Officer is doing the *right* work in leading Youth Services.

Each board member is expected to serve on at least one standing committee. The Chief Executive Director generally serves as facilitator of the committee structure: informs the committees of what work is needed; ensures activity is in-line with organization mission and policies and procedures of Youth Services.

Area of Responsibility	Description. Responsible for:	Who is Responsible?
Administrative Support/Data Collection	Database support; addressing envelopes; newsletter, background checks, etc. General support of Chief Executive Director in administrative duties.	
Community Relations	Marketing Youth Services in variety of effective ways including website, Facebook, media outlets; develop annual calendar.	
Donor Relations	Ensure care and feeding of donors; communicate with donors 5 times per year in a variety of creative ways to ensure they continue to be donors.	Chief Executive Director will serve as a member of this committee.
Events	Determination of effective community presence at community events; organization and execution of Youth Services events including Bite of the 'Burg, Rodeo Parade, etc.	
Finances	Oversight of Youth Services Budget. All Board members are members of this committee.	Treasurer
Fundraising/Donor Cultivation	Devise plan for donor cultivation; set goals for annual fundraising; grant writing.	Chief Executive Director will serve as a member of this committee.
Mentoring Program	Recruitment of mentors and mentees; matches of mentors and mentees.	Chief Executive Director
Organization	Organization review; policy and procedure review; evaluation of Board and Chief Executive Director; Board nominations; lead strategic planning process.	Chair
Youth Ambassadors	Meet with youth; solicit input and feedback on Board direction and new projects.	

Youth Services of Kittitas County Board of Directors Position Description

The Board will support the work of Youth Services of Kittitas County and provide mission-based leadership and strategic governance. While day-to-day operations are led by Youth Services of Kittitas County chief executive officer (CEO), the Board-CEO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. Specific Board Member responsibilities include:

Leadership, governance and oversight

- Serve as a trusted advisor to the CEO as s/he develops and implement Youth Services of Kittitas County strategic plan.
- Review outcomes and metrics created by Youth Services of Kittitas County for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to Board and committee meetings.
- Approve Youth Services of Kittitas County annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Contribute to an annual performance evaluation of the CEO.
- Assist the CEO and Board chair in identifying and recruiting other Board Members.
- Partner with the CEO and other Board members to ensure that Board resolutions are carried out.
- Serve on identified standing committees and/or temporary task forces and take on special assignments as needed. Recruit other qualified and committed volunteers to service on standing committees.
- Represent Youth Services of Kittitas County to stakeholders; act as an ambassador for the organization.
- Ensure Youth Services of Kittitas County commitment to a diverse Board and staff that reflects the communities Youth Services of Kittitas County serves.

Fundraising

Youth Services of Kittitas County Board Members will consider Youth Services of Kittitas County a philanthropic priority and make annual gifts that reflect that priority. So that Youth Services of Kittitas County can credibly solicit contributions from foundations, organizations, and individuals, Youth Services of Kittitas County expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

Board terms/participation

Youth Services of Kittitas County Board Members will serve a three-year term to be eligible for re-appointment for one additional term. Board meetings will be held quarterly and committee meetings will be held in coordination with full Board meetings.

Qualifications

This is an extraordinary opportunity for an individual who is passionate about Youth Services of Kittitas County mission and who has a track record of Board leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector.
- A commitment to and understanding of Youth Services of Kittitas County beneficiaries, preferably based on experience.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of Youth Services of Kittitas County beneficiaries.
- Specific knowledge and/or experience relevant to the work of at least one standing committee and people skills to ensure committee work is effective.

Service on Youth Services of Kittitas County Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.