



**Member of the Board of Directors
Job Description and Expectations
2019-2020**

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Massachusetts Youth Leadership Foundation so as to support the organization's mission and needs.

Mission: The Massachusetts Youth Leadership (MYL) Foundation is a Massachusetts-based 501(c)3 tax-exempt non-profit organization. MYL Foundation provides outstanding high school students with the skills, opportunities, and inspiration to affect positive change in their communities.

Our vision is a world where young people embody citizenship through service and leadership in their communities. MYL Foundation's values are highlighted by the five points of its MassSTAR Conference's Curriculum: Respect, Responsibility, Collaboration, Initiative, and Intentionality. We believe every young person deserves the opportunity to access these values.

MYL's central program is **MassSTAR (Massachusetts Students Accepting Responsibility)**, a three day leadership conference held on a college campus each summer. We invite one sophomore from every Massachusetts-accredited public, private, charter, and vocational school to participate in an exciting, hands-on learning experience. Student delegates are nominated and chosen by their school principals, guidance counselors, teachers, and advisors, based on their demonstrated and potential leadership ability. Since its inception in 1974, MYL Foundation's annual programs have reached more than 5,000 students.

The MassSTAR Citizenship Conference presents three days of intensive programming to challenge the student delegates, broaden their perspectives, and bring out their inner leaders. Through a series of panel speakers, group learning activities, and intensive small group discussions, we take these young people and demonstrate to them that they can be proactive leaders in their own communities. These students then take these skills and bring them back to their home school environments.

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures

- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of the Massachusetts Youth Leadership Foundation. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: One Year

Meetings and time commitment:

- The board of directors meets once a month either in person or via teleconference. Meetings typically last 90 minutes.
- Board members are asked to attend no more than two special events or meetings per year, as they are determined (Ex. Fundraisers, One Day Conference, etc.)
- Board members are expected to attend the annual MassSTAR Citizenship Conference, either in their official Board capacity or as a conference staff member.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary
- Be alert to community concerns that can be addressed by MYL's mission, objectives, and programs
- Help communicate and promote MYL's mission and programs to the community
- Become familiar with MYL's finances, budget, and financial/resource needs
- Understand the policies and procedures of MYL
- Financially support MYL in a manner commensurate with one's ability

In general, individual board member responsibilities include:

- Attending the majority of board meetings
- Being prepared by reading the board packet and related correspondence
- Contributing financially and supporting fundraising activities
- New donors and subscribers
- Being an ambassador for the organization
- Regularly attending events

In addition, effective board members:

- Are able to effectively convey the organization's mission, values, programs, and services to others
- Stay informed about issues affecting the specific industry or discipline and the community served

- Participate in all fiduciary activities
- Support the Conference Committee and understand the dividing lines between board and staff
- Focus on the big picture and not the day-to-day
- Assist in the recruitment of new board members with needed expertise

OPEN POSITIONS

President of the Board

Function

- The President is the general manager and chief executive officer of the Board of Directors and has, subject to the control of the Board, general supervision, direction and control of the business, activities and members. The President has the general powers and duties of management usually vested in the office of president and general manager of a corporation and such other powers and duties as may be prescribed by the Board. Among other things, the President shall be responsible for the roles described below.

Responsibilities

- Chair meetings of the Board
- Ensure the organization's activities are compliant and in furtherance of its mission: MYL Foundation provides outstanding high school students with the skills, opportunities, and inspiration to affect positive change in their communities.
- Work in conjunction with the two vice presidents to lead, manage, and develop the organization's volunteers and organizational culture.
- Work with Vice President #1 in managing the Fundraising and Development Committee, the Communications Committee, and the Nominating Committee.
- Work with Vice President #2 in managing the Conference Planning Committee and the Alumni Committee.
- Check in with Vice Presidents on a biweekly basis and with the committee chairs as necessary.
- Develop, implement, monitor, and assess the organization's programs and their impact
- Develop, implement, monitor, and assess sound and compliant financial management practices, including budgeting
- Develop, implement, monitor, and assess sound and compliant fundraising practices
- Develop, inform, and support the Board and the Board committees to carry out their governance functions
- Serve as ex officio member of select committees.

- Work in partnership with the other members of the Board to achieve the mission of the organization and make sure Board resolutions are carried out.
- Work with the staff to recruit board members and other needed volunteers
- Conduct new board member orientations and onboarding processes
- Coordinate periodic Board assessment with the staff
- Periodically consult with board members on their roles helping them assess their performance
- Annually focus the Board's attention an assessment of its own structure, role, and relationship to management.
- Coordination of board retreat and agenda with Board secretary
- Maintain all necessary state filings
- Call special meetings if necessary

Vice President #1 of the Board

Function

- Stand in for the chair if he/she is unavailable.

Responsibilities

- Attend board meetings.
- Carry out special assignments as requested by the President of the Board.
- Understand the responsibilities of the President of the Board and be able to perform these duties in the chair's absence.
- Oversee production of the MYL Annual Report
- Serve as ex officio member of select committees
- Ensure proper protocol is followed with regard to Board decisions.
- Manage Family Program & Reception in conjunction with the Director(s) of Development and represent the Board of Directors in a presentation to families during the annual MassSTAR Conference
- Manage and oversee in conjunction with the committee chairs the following committees: Fundraising and Development; Communications; and the Nominating Committee.
- Reports directly to the Foundation President.
- Oversee and implement annual board retreat.
- Manage follow-up and action items from Board Retreats.

Vice President #2 of the Board

Function

- Stand in for the chair if he/she is unavailable.

Responsibilities

- Attend board meetings.
- Carry out special assignments as requested by the President of the Board.
- Understand the responsibilities of the President of the Board and be able to perform

these duties in the chair's absence.

- Oversee production of the MYL Annual Report
- Serve as ex officio member of select committees
- Ensure proper protocol is followed with regard to Board decisions.
- Manage Family Program & Reception in conjunction with the Director(s) of Development and represent the Board of Directors in a presentation to families during the annual MassSTAR Conference
- Manage and oversee in conjunction with the committee chairs the following committees: Conference Planning Committee and the Alumni Committee.
- Reports directly to the Foundation President.
- Serve as CORI Representative for the Massachusetts Department of Criminal Justice Information Services (DCJIS)
- Perform CORI criminal background checks through iCORI system
- Oversee and implement annual board retreat.
- Manage follow-up and action items from Board Retreats.

Empowered Citizen Grant Director

Description

- This person will oversee the Empowered Citizenship Grant process

Responsibilities

- Attend all board meetings
- Report Directly to Dir. of Alumni Relations
- Work with Dir. of Communications on media and outreach plan
- Work with Dir. of Development to secure sponsors
- Create and maintain applications for ECG; answer questions from alumni, parents, supports, etc.
- Serve as chair of the evaluation committee for ECG applications
- Provide guidance and feedback on ECG recipients' projects and progress.
- Provide input to the MYL Annual Report