

Position Descriptions

(Below is a general overview of areas in which you can serve the Great Youth, Inc. organization.
For more information, please feel free to contact us.)

1. BOARD OF DIRECTORS (Meet monthly (Jan – November))

Major Responsibilities of Board of Directors

1. Determine the Organization's Mission and Purpose
2. Select the Executive
3. Support the Executive and Review His or Her Performance
4. Ensure Effective Organizational Planning
5. Ensure Adequate Resources
6. Manage Resources Effectively
7. Determine and Monitor the Organization's Products, Services and Programs
8. Enhance the Organization's Public Image
9. Serve as a Court of Appeal
10. Assess Its Own Performance
11. Account to the public for the products and services of the organization and expenditures
12. Govern the organization by broad policies and objectives, formulated and agreed upon by the chief executive and employees

2. COMMITTEES

The Fundraising Committee

The Fundraising Committee is responsible for overseeing the organization's overall fundraising and, in particular, the fundraising done by the board. To accomplish this, its responsibilities are:

- To work with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.
- To work with fundraising staff in their efforts to raise money
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
- To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support, and
- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

Finance Committee

The Finance Committee (often called the Budget and Finance Committee) tasks are:

- To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations (such as meaningful involvement by program directors), and on a consistency between the budget and the organization's plans
- To report to the board any financial irregularities, concerns, opportunities
- To recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
- To work with staff to design financial reports and ensure that reports are accurate and timely
- To oversee short and long-term investments, unless there is a separate investments committee

- To recommend selection of the auditor and work with the auditor, unless there is a separate audit committee, and
- To advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise.

Board Development Committee

In some ways the most influential of all the committees, the Board Development Committee (sometimes called the Nominating Committee or the Committee on Trustees) is responsible for the general affairs of the board. While the specific tasks of this committee vary greatly from organization to organization, they usually include some or all of the following responsibilities:

- To prepare priorities for board composition
- To meet with prospective board members and recommend candidates to the board
- To recommend a slate of officers to the board
- To conduct orientation sessions for new board members and to organize training sessions for the entire board, and
- To suggest new, non-board individuals for committee membership.

Program Committee

The Program Committee is often comprised of board members who are most familiar with the approaches and operations of the organization's programs. (Some boards feel that the organization's program--its "products"--should be overseen by the whole board.) Depending on its make-up and programs, this committee's most common responsibilities are:

- To oversee new program development, and to monitor and assess existing programs
- To initiate and guide program evaluations, and
- To facilitate discussions about program priorities for the agency.

Events Committee

Help plan special events and fundraisers.

PR/Marketing

Help get the word out about our mission and accomplishments. Write press releases, create PSA's, etc.

3. ADVISORY BOARD MEMBERS

Advisory boards or committees are volunteer groups that give advice and support to our governing board or executive staff. Unlike a governing board, an advisory board does not have any formal legal responsibilities or decision-making authority. Consultations are held periodically throughout the year by phone, email, or Skype.

4. STUDENT ADVISORY COMMITTEE

The Student Advisory Committee is a representative body of college-age individuals who convene on a regular basis to provide suggestions, reactions, insights, and opinions concerning projects and initiatives currently in place as well as futuristic goals considered by the Board of Directors of Great Youth, Inc.. The Student Advisory Committee will keep the programs of Great Youth, Inc. closely attuned of the population of youth served based on its mission and vision statements and assist in ensuring the programs and activities implemented are productive and of high quality.

Benefits

Serving on the Student Advisory Committee affords individuals the opportunity to practice and develop important leadership skills that will contribute to career and personal success. Some of the skill areas include: planning and organization, communication, teamwork, decision making, problem solving, public speaking, mentoring and emotional intelligence. It is also a great way to meet other people, have fun while making a difference in the lives of others, and build a terrific resume!

Membership

Membership of the Student Advisory Committee shall consist primarily of college-age individuals who have been interviewed and selected to join the Student Advisory Committee. Generally, all members of the Student Advisory Committee will:

- Conduct themselves in a manner that will maintain their good reputation and standing in the community
- Regularly attend and participate in Student Advisory Committee meetings and other functions
- Contribute to projects approved by the Board of Directors

The Student Advisory Committee shall consist of at least three (3), but no more than seven (7), members. Membership shall be maintained for one (1) year, but may be extended so long as the committee member request to remain, and the Board of Directors approves.

Responsibilities and Objectives

Active participation enhances a member's experience and is vital to the success of Great Youth, Inc.

The Student Advisory Committee shall assist Great Youth, Inc. by accomplishing the following specific objectives:

- Provide advice to the Board of Directors on a variety of matters the organization deems appropriate to the Student Advisory Committee
- Serve as a sounding board for projects, programs, and activities
- Implement projects approved for the Student Advisory Committee by the Board of Directors

Statement of Liability

The Student Advisory Committee is not a governing body of Great Youth, Inc.. The student Advisory Committee does not vote an administrative matters, management decisions, personnel issues, or budgets, by way of example only. All decisions regarding Great Youth, Inc. remain the responsibility of the Executive Director and Board of Directors.

5. YOUTH FACILITATOR

Youth Facilitators will be juniors or seniors in high school or college students. Their primary role is to conduct interactive sessions with youth in the GREAT Program and serve as leaders, mentors, and role models. They will be paid \$125.00 per session. Training is provided.

6. MENTOR (Source: www.Asha.org).

As a mentor, your primary role is to provide guidance and support to your mentee based on his or her unique developmental needs. At different points in the relationship, you will take on some or all of the following roles:

Coach/Advisor

- Give advice and guidance, share ideas, and provide feedback
- Share information on "unwritten rules for success" within environment/organization
- Provide input to the mentoring action plan

Source of Encouragement/Support

- Act as sounding board for ideas/concerns about school/career choices; provide insights into possible opportunities
- Provide support on personal issues, if appropriate

Resource Person

- Identify resources to help mentee enhance personal development and career growth
- Expand the mentee's network of contacts

Champion

- Serve as advocate for mentee whenever opportunity presents itself

- Seek opportunities for increased visibility for mentee

Devil's Advocate

- When appropriate, play devil's advocate to help mentee think through important decisions and strategies

7. MENTEE (Source: www.Asha.org).

As a mentee, you will play many different roles during the course of your mentoring relationship. The following are some important roles for you to keep in mind:

Driver of Relationship

- Identify the skills, knowledge, and/or goals that you want to achieve and communicate them to your mentor
- Bring up new topics that are important to you at any point and give feedback to your mentor

Development Planner

- Develop and maintain the mentoring action plan and work with your mentor to set up goals, developmental activities, and time frames

Resource Partner

- Work with your mentor to seek resources for learning; identify people and information that might be helpful

Teacher

- Look for opportunities to give back to your mentor; share any information that you think might be valuable

Continuous Learner

- Take full advantage of this opportunity to learn