

**Clark County Youth Shelter and Family Services, Inc.  
Role of Board Members**

**Functions and Tasks to be Performed:**

1. To serve as a Trustee for the Clark County Youth Shelter and Family Services, Inc.
  - a. To attend meetings four times per year
  - b. To be active in the committees of the CCYS&FS Board
  - c. To serve as a team player with other Board Members of the CCYS&FS Board
  - d. To be knowledgeable about the environment in which the organization operates, i.e. youth needs, the political situation, partners and alliances, best thinking and practices, so that we are well enough informed to develop appropriate strategies
  
2. To help shape the future of the Clark County Youth Shelter and Family Services, Inc.
  - a. To be guardian's of the past (the mission and history)
  - b. To be attentive to the present by setting policies, monitoring and evaluating performance, and advising
  - c. To shape the future by further mission development, strategic planning, fundraising, and advocating
  - d. To provide direction, governance and support for the Executive Director
  
3. To participate in CCYS&FS Board activities for personal and professional growth.
  - a. To attend the Board orientation training
  - b. To attend the annual Board retreat
  
4. To be an advocate for the mission of the Clark County Youth Shelter and Family Services, Inc.
  - a. To creatively promote a positive image for CCYS&FS
  - b. To inform your local community of the work of the CCYS&FS and relay concerns of local communities to the CCYS&FS
  - c. To be a contact for communication in your local community for the work of the CCYS&FS
  - d. To serve as a means for local communities to relay concerns and needs to the CCYS&FS
  
5. To assist the Executive Director and the staff with the development and acquisition of new sources of funding.
  - a. To support the development efforts of the CCYS&FS Board by investing in the work of the Shelter with a personal/corporate contribution
  - b. To help identify which roles each board member will play in the development effort

- c. To review lists and identify other potential donors and introduce them to CCYS&FS
- d. To assist staff where appropriate by accompanying them to prospective donors, follow-up and correspondence to thank donors

**Abilities Needed:**

- 1. A commitment to the youth in Indiana
- 2. A willingness to participate actively in the duties and responsibilities of the Board
- 3. An understanding and interest in the healthy development of youth
- 4. An understanding of the concept of trusteeship and willingness to serve as a trustee
- 5. An ability to work effectively with youth and adults
- 6. A desire to serve the common good of the organization
- 7. Skills for trusteeship such as understanding planning, budgets and finance, public speaking, consensus building, and parliamentary procedure.

**Benefits to Involvement:**

- 1. You will help the people of Clark County care more effectively for its children and youth
- 2. You will make a positive difference in the lives of youth in Clark County
- 3. You will be an advocate for Clark County's youth
- 4. You will have an opportunity to grow professionally and personally

**Clark County Youth Shelter and Family Services, Inc.  
Committees and Job Descriptions**

**EXECUTIVE COMMITTEE**

- Shall have and exercise all of the authority of the Board, including the management of the corporation, in those matters specifically designated by the Board.
- This Committee shall evaluate the performance of the Executive Director at least one time per year.

**OFFICERS/EXECUTIVE COMMITTEE**

The officers of the corporation shall be the President, Vice President, Secretary, and Treasurer. The Past President and Ex-Officio Court Member also serve on the Executive Committee. Each officer shall serve during the fiscal year in which elected.

**A. President**

- Shall preside at all meetings of the Board and the Executive Committee and shall perform such other duties as directed by the Board.

**B. Vice President**

- Shall serve in the absence of the President and assume the same duties thereof.

**C. Secretary**

- Shall have charge of such books, documents, and papers as the Board may determine.
- Shall keep and maintain minutes of meetings of Board of Directors and Executive Committee.
- Shall perform all duties incident of the office subject to the control of the Board.

**D. Treasurer**

- Shall maintain an accurate accounting of all finances of the corporation and shall have other duties as assigned by the Board.
- Shall assist in the annual audit of the corporate books.

**STANDING COMMITTEES**

Standing committee(s) shall report to the Board on all findings pertinent to their given tasks. They shall also recommend to the Board such action as deemed necessary. Members of all standing committees will be members of the Board of Directors or Community Members. The President of the Board will appoint each Committee Chairperson from the Board of Directors. The Executive Director and other employees as assigned must be present at all committee meetings.

A. Finance Committee

- Shall meet at least quarterly, or more frequently if needed.
- Staff support includes Executive Director and Development Director. The Executive Director serves as secretary to the committee.
- Duties include review and oversight on all matters of accounting, investments, budgeting, financial planning, auditing, internal controls, grants requiring matching funds or future commitments, serving as liaison between auditors and the Board, annual review of Accounting Manual, and any other financial duties as assigned by the Board of Directors..

B. Fund Raising/Marketing Committee

- Staff support includes Executive Director, Assistant Director and Development Director. The Development Director serves as secretary to the committee.
- Duties include developing annual fund raising event calendar, planning and implementing quarterly fund raising events, developing annual marketing strategy and plan, media contacts, public relations activities, and other fundraising and marketing duties as assigned by the Board of Directors.
- Staff support includes Executive and Assistant Directors. The Executive Director serves as secretary to the committee.
- Duties include creating marketing materials such the brochure, flyers, etc.
- Create and maintain corporation web site.
- Handle public relations issues for Shelter.

C. Board and Staff Development Committee

- Staff support includes Executive and Assistant Directors. The Executive Director serves as secretary to the committee.
- Duties include developing new personnel policies, reviewing and revising existing policies, reviewing requests for new personnel, annual review and revision of agency Personnel Manual, and other personnel duties as assigned by the Board of Directors.
- Duties include annual review of Board of Directors meeting attendance, term expirations, developing list of candidates for election to the Board, contacting current and potential Board members, submitting a slate of potential Board members and officers at the July annual meeting, and other duties as assigned by the Board of Directors.

### **AD HOC COMMITTEES**

The President of the Board of Directors may appoint ad hoc Committees as deemed necessary for the proper operation of the corporation. The continuance of existing ad hoc committees must be reaffirmed each fiscal year at the first meeting of the Board. All ad hoc committees shall report to the Board all findings pertinent to their given tasks. They shall also recommend to the Board such action(s) as deemed necessary. Members of all ad hoc committees must be

members of the Board of Directors. The Executive Director and other employees as assigned must be present at all ad hoc committee meetings. The Executive Director will appoint an employee to serve as secretary of each ad hoc committee. Ad hoc committees will be appointed and meet as needed. Types of ad hoc committees as well as responsibilities are listed as follows.

A. Building Committee

- Staff support includes Executive Director, Assistant and House Coordinator. The House Coordinator serves as secretary to the committee.
- Duties include inspections of the facility and grounds, written recommendations of necessary improvements, reviewing any requests for building or property additions or improvements, overseeing all construction projects, and any other duties relating to the physical upkeep of the facility, grounds, and equipment as assigned by the Board of Directors.

\* Please see next page for brief committee descriptions and members of each committee.

