



Young Leadership Council 2017 Board Information Session

Wednesday, July 19, 2017

Timeline
Preparation & Interview
Board of Directors
Executive Committee

I. Timeline for YLC 2017 Board of Directors/Executive Committee Nominations & Selections

July 12, 2017

- Call for Nominations opens for Board of Directors and Executive Committee applicants; “Call” distributed via YLC Weekly Mark, Facebook, email from Immediate Past President to the general membership
- Candidates may self-nominate or may be nominated by others at this time
- Nomination form will be provided to all interested applicants

August 11, 2017

- Call for nominations closes at midnight
- Nominations sent after this date will not be accepted for any reason

September – October 2017

- Nomination Committee interviews applicants for Board of Directors and Executive Committee
- Interviews will be scheduled in advance, based on availability of Nomination Committee
- Nomination committee must submit names of selected Directors and new Executive Committee members to the current Board of Directors at least 14 days prior to the Annual Meeting; Board of Directors approves committee’s nominees

Annual Meeting – October 26, 2017

- Board of Directors and Executive Committee elected by general membership at Annual Meeting

II. Interviews with Nominating Committee

A. Who are they?

“Composition of the Nomination Committee: Per Section V of the Bylaws, the Nomination Committee is chaired by the Immediate Past President. Members of the Nomination Committee are selected by “Disinterested Directors” of the current Board of Directors. A Disinterested Director shall be defined as any member of the Board of Directors who is not seeking another term on the Board of Directors (including the current President, and the President Elect, who must serve an additional term as Past-President pursuant to Article III) or are members of the Board of Directors not seeking to run for the Executive Committee. The Board of Directors shall further require members of the Nominating Committee, after selection, to disclose and certify, in writing, that they have no Conflicts of Interest with any of the applicants. A Conflict of Interest shall be defined as any commitment, investment, relationship, obligation, or involvement, financial or otherwise, direct or indirect that may influence the Nominating Committee member’s opinion or judgment regarding the nominee. No member of the Nominating Committee shall vote or debate the merits of a proposed nominee with which he or she has a Conflict of Interest.”

B. What to Expect and How to Prepare

III. YLC Board of Directors

- A. Expectations and Time Commitment (See Board Statement of Commitment)
- B. Discretionary Characteristics considered by Nominating Committee

IV. Executive Committee

- A. Expectations and Time Commitment
- B. Descriptions of each role (Communications, Development, Membership, Projects, General Counsel/Secretary, Treasurer)
- C. Discretionary Characteristics considered by Nominating Committee

NOTE: All applicants to the Board of Directors are encouraged to review the YLC’s Organizational Documents, which may be accessed on the YLC’s website at: <http://ylcnola.org/about-ylc/organizational-documents/>.

These documents include: YLC Articles of Incorporation, YLC Audited Financial Statement, YLC Bylaws, Board of Directors Statement of Commitment, Project Leader Statement of Commitment, 2015 Project Leader Manual, Adopting New Projects.

Questions? Please ask!

Immediate Past President, Calais Waring: calais@calaiswaring.com
President, Jermaine Smith: jermaine.smith7@gmail.com

President-Elect, Jack Wiles: jwiles@laporte.com

Discretionary Criteria for Selection of Members of the 2017 Board of Directors

The following set of discretionary factors and qualifications shall be considered to aid the Nominating Committee in evaluating prospective members of the Board of Directors, which shall be considered in the order listed.

1. Requirement that the applicant is a dues-paid Member of the YLC in good standing.
2. Requirement that the Board of Directors reflect the diversity and demographics of the community being served by the YLC, so that the Board of Directors maintains the diverse perspectives needed at this decision-making level.
3. Preference shall be given to any applicant that is an existing Board Member of the YLC that has fulfilled the requirements of service, including the Board of Directors Statement of Commitment. Preference shall *not* be given to any existing Board Member that has not complied with the Board of Directors Statement of Commitment, or who has committed any action or inaction that shall constitute grounds for removal of a Director, per Section X of the Bylaws.
4. Preference then shall be given to those Members who have actively served either as a Project Leader or on one of the following committees (in no order of preference):
 - a. Finance Committee
 - b. Personnel Committee
 - c. Communications Committee
 - d. Development Committee
 - e. Membership Committee
 - f. Project Committee
 - g. Diversity Committee
5. Preference then shall be given to any applicant who has been active in YLC within the 12 months prior to call for nomination. "Active" to be defined as any or all of the following:
 - a. Volunteer contributing at least 15 hours of volunteer time, as reported by the YLC
 - b. Leadership Development Series or Toastmasters
6. Preference then shall be given to an applicant who has a history of service or civic engagement with other organizations through any of the following activities (in no order of preference):

- a. Volunteerism
- b. Service on other Boards
- c. Philanthropy
- d. Leadership Roles
- e. Non-Profit Financial and Regulatory Experience
- f. Fundraising Experience
- g. Logistics and Problem Solving
- h. Clear Communication

Discretionary Criteria for Selection of the Executive Committee of the 2017 Board of Directors

The following set of discretionary factors and qualifications shall be considered to aid the Nominating Committee in evaluating prospective members of the Executive Committee.

1. In addition to the criteria established for the Board of Directors, the members of the Executive Committee shall first be deemed capable of fulfilling their respective Roles and Responsibilities as defined in Section III, B. of the Bylaws for each respective office.
2. Preference also shall be given to existing members of the Board of Directors.
3. Preference also shall be given to considerations of the Chair of the Diversity Committee, so that the Executive Committee maintains the diverse perspectives needed at this decision-making level.
4. Preferences for each individual office are provided in the order below:
 - a. Immediate Past President**
 - i. (Ex Officio Member, as selected by prior Nomination Committee)
 - b. President**
 - i. (Ex Officio Member, as selected by prior Nomination Committee)
 - c. President-Elect**
 - i. Preference shall be given to a member of the Board of Directors that has completed at least one full 2-year term.
 - ii. Preference shall be given to a person that has prior experience serving on the Executive Committee.
 - iii. Preference shall be given to the applicant who has demonstrated the ability to have sufficient time, both personally and professionally, to dedicate to the office of President.
 - d. Vice President-Communications**
 - i. Preference first shall be given to an applicant that has previously served on the Communications committee.
 - ii. Preference shall then be given to an applicant that has a minimum of 2 years professional experience in communications, public relations or other relevant field.

e. Vice President- Development

i. Preference shall be given to an applicant that has previously served on the Development committee, or that has a minimum of 2 years professional experience in fundraising, alumni relations or other relevant field.

f. Vice President-Membership

i. Preference shall be given to an applicant that has previously served on the Membership committee.
ii. Preference shall then be given to an applicant that has a minimum of 2 years professional experience in membership, corporate sales or other relevant field.

g. Vice President-Projects

i. Preference shall be given to an applicant that has previously served on the Projects committee, that has a minimum of 2 years served as a YLC Project Leader, or minimum 2 years professional experience in program, public relations or other relevant field.

h. Treasurer

i. Preference shall be given to an applicant that has previously served on the Finance committee.
ii. Preference shall then be given to an applicant that has a minimum of 2 years professional experience in public accounting or at a non-profit organization.

i. Secretary/General Counsel

i. Preference shall then be given to an applicant that has a minimum of 2 years as a full time member of the bar of the State of Louisiana.

Executive Committee Job Descriptions

Vice President- Communications

The Vice President-Communications shall serve as Chair of the Communications Committee and set the agenda for strategic short- and long-term communication efforts for the Corporation. The duties of the Vice President Communications include, but are not limited to:

- a) Working with the Executive Director, Development and Communications Manager and President to develop and implement a consistent communications strategy for the YLC, both externally and internally;
- b) Directing the advertising, marketing, and public relations efforts for the YLC;
- c) Overseeing the YLC's web marketing and social media initiatives;
- d) Overseeing the development of a monthly newsletter and any other regular communications to internal and external audiences;
- e) Serving as communications counselor and resource for the Board of Directors, project leaders, and other committees;

- f) Overseeing the development, printing, and distribution of marketing material and an annual report;
- g) Ensuring brand standard adherence and building the YLC's brand in relevant communities and constituencies;
- h) Representing the Corporation as necessary for external and internal communication, including press conferences and interviews with the news media.

Vice President- Development

The Vice President-Development shall serve as Chair of the Development Committee and manage all details related to raising funds for the Corporation.

The duties of the Vice President-Development include, but are not limited to:

- a) Recruiting and motivating committee members for all fundraising efforts;
- b) Working with the Executive Director and the Development and Communications Manager, coordinating and overseeing fundraising functions for the YLC, including, but not limited to, the Annual Fund Campaign, the Leadership Legacy Circle, institutional grants and planned giving, as well as any other development opportunities available to the YLC;
- c) Staffing and overseeing sub-committees to organize and manage the Wednesday at the Square concert series and the Role Model Gala;
- d) Assuming a leadership role in coordinating fundraising related to any and all YLC special events; and
- e) Revising and updating, with the assistance of the Executive Director and the Development and Communications Manager, all fundraising manuals and systems as necessary.

Vice President - Membership

The Vice President-Membership shall serve as Chair of the Membership Committee and oversee efforts to maintain and recruit members. The duties of the Vice President-Membership shall include, but are not limited to:

- a) Developing and implementing strategies to solicit and retain corporate and individual volunteers and members;
- b) Organizing monthly general membership meetings;
- c) Being familiar with and understanding the membership database used in the YLC office;
- d) Organizing the monthly new volunteer information sessions; and
- e) Engaging all members in volunteer activities.

Vice President- Projects

The Vice President of Projects shall serve as Chair of the Projects Committee to help facilitate projects and liaise between the Board of Directors and project leaders. The duties of the Vice President-Projects shall include, but are not limited to:

- a) Overseeing existing and proposed projects;
- b) Managing, motivating, and providing support for all project leaders;
- c) Acting as a primary resource and point-of-contact for project leaders;
- d) Coordinating an annual project leader retreat;
- e) Assisting in the recruitment of new project leaders for vacant positions;
- f) Holding orientation meetings for new project leaders;
- g) Implementing project standards and monitoring projects' compliance with such standards;
- h) Collecting monthly reports from project leaders and reporting monthly on project activity to the Board of Directors;
- i) Communicating upcoming project activities to membership at General Membership Meetings; and
- j) Coordinating a year-end project leader appreciation event.

Secretary/General Counsel

The Secretary/General Counsel shall be a licensed attorney in good standing with the Louisiana State Bar Association. The Secretary/General Counsel's duties include:

- a) Serving as Chair of the Personnel Committee, including oversight, feedback and annual reviews of the YLC Staff. This includes human resource questions such as salaries and requests for leave;
- b) Taking detailed minutes of the monthly Board of Directors meetings, the bi-monthly Executive Committee meetings and the yearly General Membership meeting, including all votes and discussions;
- c) Serving as General Counsel and in-house attorney to the Young Leadership Council, which includes, but is not limited to:
 - a) The YLC's Federal compliance with non-profit regulations, including, but not limited to, the YLC's 501(c)(3) tax-exempt status and certain political restrictions placed on non-profits;
 - b) The YLC's interactions with Federal, state and local governmental entities, including, but not limited to, such tasks as permitting of Wednesday at the Square and the review of Cooperative Endeavor Agreements or Memoranda of Understanding with public entities;
 - c) The YLC's interactions with vendors and partners, including, but not limited to, the review of contracts, Memoranda of Understanding and Cooperative Endeavor Agreements, on-site

- inspections and contemporaneous negotiations with YLC vendors and partners;
- d) Questions which arise from YLC projects, including, but not limited to, the review of documents such as grant agreements, drafting volunteer agreements, discipline of volunteers or project leaders if required, and other project-related legal issues;
 - e) Intellectual property issues, including the licensure and protection of YLC trademarks and copyrights; and
 - f) Selecting outside counsel for any litigation or complex transaction that may arise.
 - g) The Secretary/General Counsel's role, including its fiduciary and legal duty to its client (the Board), involves a very broad scope. The Secretary/General Counsel possesses check-signing authority for the Young Leadership Council and can be assigned to certain committees and tasks at the request of the President or the Board.

Treasurer

The Treasurer shall serve as Chair of the Finance Committee, which prepares and presents the monthly financials and the annual budget to the Board of Directors. The Treasurer shall also serve as a member of the Personnel Committee. The duties of the Treasurer shall include, but are not limited to working with the Director of Finance on the following:

- a) Ensuring proper fiscal management of the YLC's assets, including its operating budget and endowment funds;
- b) Ensuring that the YLC's investment portfolio is reviewed quarterly with the investment committee and reported to the Board of Directors at least once each year;
- c) Coordinating the timely submission of all required local, state and federal tax payments and returns;
- d) Revising and updating the Finance Manual, as necessary;
- e) Coordinating and calculating the contribution to YLC's endowment annually;
- f) Coordinating the preparation of schedules as needed for the independent accountant for the term served (e.g., 2012 Treasurer will assist with 2011 Annual Audit which typically occurs in the 1st or 2nd quarter of the following year). Additionally, reviewing the Annual Audit with the Finance Committee for final submission to the Board;
- g) Coordinating volunteers, when necessary, to represent the Finance Committee at YLC events, specifically the Wednesday at the Square concert series.
- h) Attending each Wednesday at the Square concert in order to oversee and tabulate the amounts raised at each concert. This includes a

commitment to “stay late” along with volunteers and security to ensure the proper count and control of raised funds;

h) Reviewing monthly bank reconciliation, as prepared by any member of the Corporation’s staff;

i) Signing operating checks as needed;

j) Annual review and analysis of the budgets submitted by YLC’s existing project and new projects (as approved by the projects committee) throughout the year. Budgets are initially reviewed and approved by the Finance Committee with final consent given by the Board.

k) Leading monthly Finance Committee meetings to review monthly financials, budget requests, etc. and reporting significant items to the Executive Committee and the Board.

NOTE: All Executive Committee members must develop and maintain their respective annual budget. Budgets are reviewed and approved by Finance Committee and Board of Directors prior to start of term.

NOTE: All Executive Committee members chair their respective committees and recruit members to said committee. All members must be approved by the Board of Directors.