

Young Leadership Council Officers and Committees Policy Document

President

- A. Working with the Board of Directors and the YLC staff to establish goals, policy and programs to carry out the mission of the Corporation
- B. Working directly with the Executive Director and Executive Committee to plan and implement the leadership and administrative needs of the Corporation
- C. Overseeing the hiring/termination of the Executive Director and participating in the Personnel Committee
- D. Supporting, inspiring, and leading the Board of Directors, project leaders, and members
- E. Representing the YLC at public engagements, including but not limited to, community meetings and donor interactions
- F. Networking and/or consulting with civic, non-profit, and business leaders
- G. Promoting Voting Members for service on other non-profit or civic boards
- H. Coordinating and convening meetings on at least a quarterly basis with the President-Elect and the immediate Past President to ensure continuity in the Corporation's operations and
- I. Playing a leading role in identifying and soliciting financial and in-kind support.

President-Elect

- A. Supporting the efforts of the President in working with the Board of Directors and staff to establish goals, priorities, policy, and programs to carry out the mission of the Corporation; and
- B. Serving on or chairing ad hoc committees, as needed

Past President

- A. Advising the President in establishing goals, priorities, policy, and programs to carry out the mission of the Corporation
- B. Serving on or chairing ad hoc committees, as needed
- C. Advising all past Presidents, on at least a quarterly basis, of the affairs of the Corporation
- D. Meeting with committee chairs and conducting leadership training for the Board of Directors, as needed and
- E. Coordinating and convening an annual meeting of all past Presidents.

VP Communications

- A. Developing and implementing a communications strategy for the Corporation, both externally and internally
- B. Directing the advertising, marketing, and public relations efforts for the Corporation
- C. Overseeing 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 an annual report

- G. Ensuring brand standard adherence and
- H. Representing the Corporation as necessary for external and internal communication.

VP Development

- A. Recruiting and motivating committee members for all fundraising efforts
- B. Coordinating and overseeing fundraising functions for the Corporation, including, but not limited to, the Annual Fund Campaign
- C. Staffing and overseeing Development sub-committees to organize and manage supplemental Development efforts for the Wednesday At The Square concert series and the Role Model Awards
- 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, all fundraising manuals and systems as necessary
- F. Organize fundraising training for the Board of Directors, Committees, and Project Leaders, as needed
- G. Oversee Corporate Memberships including recruitment and renewals
- H. Responsible for networking events and socials related to Alumni and donor cultivation

VP Leadership

- A. Oversee comprehensive strategy to ensure leadership programming is cohesive throughout the year. This includes managing "Leadership Development" (as defined in Alignment Project) and/or member-benefit projects like Leadership Development Series and Toastmasters as well as single-event programming like Leadership Luncheons, Leadership Symposium, etc.
- B. Responsible for ensuring leadership programming occurs and determining how that happens, including by liaising with Role Model Committee
- C. Deliver and/or facilitate Project Leader Orientation and Retreats
- D. Manage other leadership development initiatives (i.e. mentorship initiative) with other appropriate committees
- E. Responsible for engagement of members in leadership roles and activities in the organization (assisting with committee, PL, and Board recruitment as needed)

VP Community Engagement

- A. Oversee "hands-on volunteer activities" (as defined in Alignment Project, i.e. community service-focused projects) and any other projects that are not exclusively member-benefits
- B. Leads recruitment efforts of individual members
- C. Organize and host information sessions (i.e. JumpStarts, Project Fairs)
- D. Responsible for organizing membership-wide social events
- E. Support with Leadership Committee to identify and develop volunteers to serve as Project Leaders
- F. Liaise with external organizations seeking YLC volunteers

Treasurer

- A. Ensuring proper fiscal management of the YLC
- B. Ensuring that the YLC's investment portfolio is reviewed and reported to the Board of Directors at least once each year
- C. Coordinating the timely submission of all required local, state and federal payments and reports
- D. Revising and updating the Finance Manual, as necessary
- E. Coordinating the Endowment contribution calculation 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 Review or Audit which typically occurs in the 1st or 2nd quarter of the following year)

- G. Coordinating volunteers, when necessary, to represent the Finance Committee at YLC events, specifically the Wednesday at the Square concert series and the Role Model Gala
- H. Reviewing monthly bank reconciliation, as prepared by any member of the Corporation's staff
- I. Signing operating checks on a weekly basis
- J. At the direction of the Board of Directors, requiring any other Officer or any employee of this Corporation to give a bond in a sum and with one or more sureties satisfactory to the Board of Directors, conditioned upon the faithful performance of the duties of this office and for the restoration to the Corporation in case of death, resignation, retirement or removal from office of all papers, money and other property of whatever kind in his possession or under his control belong to the Corporation and
- K. At the direction of the Board of Directors, causing the financial records to be audited every year by an independent public accountant

General Counsel/Secretary

- A. Serving as general counsel for the Corporation and providing legal advice as needed
- B. Acting as clerk of all meetings of the Board of Directors, the Executive Committee, and the General Membership meeting, recording all votes and the minutes for such proceedings, and submitting such minutes in a timely fashion to the YLC office

Committees of the Board of Directors

Finance

The Finance Committee will formulate standards by which to implement the authority granted hereby. Their policies of investment, however, shall be subject to review by the Board of Directors. The Officers may be authorized and empowered by the Board of Directors to execute on behalf of the Corporation such documents as may be necessary to effectuate the sale, exchange or transfer of securities.

Personnel

The committee will meet at least three times a year and additionally as deemed necessary by the Chair. The Personnel Committee shall be responsible for all personnel matters for the Corporation, including but not limited to: (1) reviewing and updating job descriptions; (2) reviewing and updating the personnel manual; (3) overseeing staff performance reviews; (4) coordinating of hiring decisions for the Corporation; and (5) approving compensation and benefits for employees. All recommendations of the Personnel Committee must be approved by the Board of Directors.

Communications

The Communications Committee shall set and implement the agenda for strategic short- and long-term communication efforts for the Corporation. The Communications Committee shall meet once per calendar quarter and additionally as deemed necessary by the Chair. The Chair, or the Chair's designee, shall report on the committee's work and progress to the Board of Directors on a quarterly basis.

Development

The Development Committee shall set and implement the agenda for strategic short- and long-term efforts relating to raising funds for the Corporation. The Development Committee, and/or its sub-committees, shall meet once per calendar quarter and additionally as deemed necessary by the Chair. The Chair, or the Chair's designee, shall report on the committee's work and progress to the Board of Directors on a quarterly basis.

Leadership

The Leadership Committee shall undertake efforts to ensure the organization is offering sufficient leadership development programming and support. The committee shall further work to ensure that all "Leadership Development" projects of the Corporation are being managed in accordance with the Corporation's goals and they are fulfilling the Corporation's mission statement. The Leadership Committee shall meet once per calendar quarter and additionally as deemed necessary by the Chair. The Chair, or the Chair's designee, shall report on the committee's work and progress to the Board of Directors on a quarterly basis.

Community Engagement

The Community Engagement Committee shall recruit members to the organization and oversee recruitment efforts for individual members and further work to ensure that all "hands-on volunteer activities" projects of the Corporation are being managed in accordance with the Corporation's goals and they are fulfilling the Corporation's mission statement. The Community Engagement Committee shall meet once per calendar quarter and additionally as deemed necessary by the Chair. The Chair, or the Chair's designee, shall report on the committee's work and progress to the Board of Directors on a quarterly basis.

