

## BOARD OF DIRECTORS POSITION DESCRIPTION

**PURPOSE OF THE BOARD OF DIRECTORS:** The Bridge for Youth Board of Directors governs the overall execution of the organization’s mission. Principally, the Board manages organizational finances and sets long term priorities for programs. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of the organization.

**COMPOSITION:** Membership consists of a diverse group of interested persons who are committed to the mission of the organization. The Board of Directors has up to 25 voting members.

**TERMS:** Terms are approximately 3 years commencing upon election to the Board, and each ends on the September 30 closest to a full 3-year term. Members may be re-elected to serve no more than three consecutive terms.

**OFFICERS:** Officers of the Board of Directors include Chair, Vice Chair, Treasurer and Secretary. The Executive Committee is composed of the Officers as well as the Chairs of the Board’s Governance and Development Committees.

### Fundamental Legal Duties

**Duty of Care** — Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.

**Duty of Loyalty** — Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization’s needs come first.

**Duty of Obedience** — Board members are responsible for the organization’s continued adherence to its mission. Unlike a firm, a nonprofit cannot simply change its mission without the threat of losing either its nonprofit status or tax-exempt status, or both.

### The overall responsibilities of a member of the board of directors

Approve the organization’s vision, mission and purpose.

Hire, support, evaluate and set compensation for the Executive Director with the goals of the organization in mind.

Ensure effective organizational annual and strategic planning.



### MISSION

The Bridge for Youth centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships.

### VISION

All youth feel safe, accepted, and supported.

PATIENCE

LOVE & CARING

COMMUNICATION

### OUR VALUES

INTEGRITY

CO-CREATION

COMMUNITY

Assure programs are aligned with mission and strategic plan, and monitoring progress toward goals.

Approve annual budget aligning the organization's strategic and financial goals.

Hold fiduciary responsibility for management of organizational capital, review monthly/annual financial statements, review financial policies, and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization.

Adhere to legal and ethical standards and norms.

Establish and regularly review policies, which govern the organization according to nonprofit best practices.

Evaluate the structure, effectiveness, composition, and engagement of the board of directors annually.

### **The individual board members responsibilities**

Act in alignment with the vision, mission, and values of The Bridge for Youth and center youth voice in your governance and leadership.

Make a commitment to being an engaged champion of the organization. This includes working with the Executive Director, board chair and/or committees to discuss opportunities and develop a plan for your engagement on the board and in the organization.

Invest at a leadership level in the organization through monetary donations – the amount at your discretion - such that 100% of the board of directors are contributors and support a board-level annual giving goal

Serve on at least one committee - Finance, Development or Governance – and participate in other ad hoc groups, such as Racial Justice Cohort, Human Resources, Strategic Planning.

Strive to attend all board and committee meetings and functions, such as special events and invitations from the Executive Director. Provide as much advance notice as is reasonable in the event a conflict prevents attendance.

Arrive at meetings well-prepared and ready to engage in thoughtful dialogue. Differences of opinion will likely arise. Board members should keep disagreements impersonal. By practicing discretion and accepting decisions on a majority basis, the board can accomplish unity and confidence in its decisions

Stay informed about the organization's mission, services, policies, and programs, as well as developments in the field.

Review agenda and supporting materials prior to board and committee meetings.

Actively participate in the recruitment of potential board members who can make significant contributions to the work of the board and the organization.

Follow all Board policies, including but not limited to conflict of interest, confidentiality, and whistleblower.

Refrain from making special requests of staff. In general, the Executive Director communicates with Staff, and Board members communicate with each other and with the Executive Director.

FOR MORE INFORMATION OR TO APPLY, PLEASE INQUIRE:

Lisa Mears, Executive Director, at [l.mears@bridgeforyouth.org](mailto:l.mears@bridgeforyouth.org) or 612-508-1279 (mobile)