



## **YouthSpeak Performance Charity Board Member Job Description**

Position Title: Board Member (Director)

Length of Term: 2 years (3 term limit)

Reports to: Entire Board of Directors

### **YouthSpeak Description**

YouthSpeak is a registered charity that provides leadership training to youth with personal experience related to mental health, bullying, addiction and/or other challenges to share their stories and coping strategies. These youth facilitate interactive assemblies and workshops for primary grades to post-secondary students, parents, educators and other caring adults the community throughout the GTA and southern Ontario with a goal of increasing awareness, empathy, and inclusion and getting youth who are struggling connected to available resources. YouthSpeak is an approved program of various school boards and to date, has reached over 250,000.

### **Role of the Board of Directors**

The board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the executive director
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization

### **Responsibilities**

1. Shape and promote the organization's mission and strategic direction
2. Review, monitor, and approve, where appropriate, the organization's programs, policies, and bylaws
3. Attend board meetings and appropriate committee meetings
4. Actively serve on at least one committee and take on special assignments
5. Participate in the development of the organization's plan and annual review
6. Approve and oversee organization's budget
7. Select, evaluate, and develop Executive Director
8. Participate in annual Board Self-Evaluation and ongoing Board development
9. Review agenda and supporting documents prior to meetings
10. Make an annual contribution to the organization commensurate with ability
11. Support and participate in fundraising activities and special events
12. Keep current on youth mental health issues and developments in related program areas
13. Strictly adhere to conflict of interest and confidentiality policies

### **Time Demands (approximate)**

1. Attend and actively participate in at least 80% of board meetings (there are a total of 10 monthly board meetings, approx. 2 hours in length, on the 2<sup>nd</sup> Tuesday of the month, except July & August)
2. Attend and actively participate in committee meetings and related work (1-4 hours per month as determined by the committee)
3. Attend and actively participate in the Board's annual planning meeting (1/2 day on summer weekend)
4. Attend and actively participate in the Annual Meeting (approx. 1 hour)
5. Attend special events such as fundraisers and community events (minimum 2 events per year recommended)
6. Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

### **Financial and Resource Development Expectations**

1. Make an annual contribution "commensurate or significant according to your circumstance" to the organization (in order to achieve 100% board giving)
2. Actively promote and sell tickets to fundraising events
3. Recruit sponsors, as needed
4. Identify and cultivate potential donors

### **Benefits**

1. Excellent opportunity for involvement
2. Satisfaction of making a difference in the community and with youth
3. Opportunity to work with individuals of diverse backgrounds
4. Development of effective decision-making skills
5. Increased understanding of group dynamics and relationships

### **Currently Recruiting for the Following Skill Sets / Experience**

1. Fundraising
2. Marketing & Public Relations
3. Legal
4. Human Resources
5. Education (e.g. someone who is engaged with a local school board)

*"YouthSpeak is a tremendous organization with amazing people doing very powerful work. Our board of directors provides organizational leadership with a focus on respect, collaboration, and hard work. It's not always easy, but it's extremely fulfilling and very impactful. We are always looking for great people to join our team!"*

*We look forward to meeting you,*

*Jeremy Anderson, Board Chair*

**Please inquire at 905-967-0604 or [volunteers@youthspeak.ca](mailto:volunteers@youthspeak.ca)**