

Invitation to stand for the CYH Board of Directors

Check Your Head is looking for leaders with a passion for social and environmental justice and youth education to serve on our Board of Directors! We're searching for individuals to join our team, and are actively looking to increase the range and diversity of skills, perspectives, and experiences on our board. In particular, we are looking for folks with experience in the following areas:

- **Organizational Development:** Experience developing organizational policies, strategic planning, board development, and human resource management.
- **Non-profit Management:** Experience in the non-profit sector and connected with the non-profit community.
- **Fundraising:** Experience, interest, and passion for fundraising, connections within the community, and able to plan and implement fundraising activities to support CYH's mandate.
- **Financial Experience:** Knowledge of financial & fiduciary management.
- **Youth Engagement:** Experience working with, and developing outreach strategies to diverse youth communities.

All interested candidates are invited to apply via the following process:

- If interested, complete the candidate expression of interest form (see attached) and submit along with your resume to board@checkyourhead.org.
- Review the CYH Board Member Job Description and email us at board@checkyourhead.org to schedule an informal meet and greet to learn more about the position.
- Speak for 2 minutes at the AGM on February 7, 2013 about your candidacy. Candidate expressions of interest will be printed and available at the AGM.

If you would like to know more about Check Your Head and the work of the Board of Directors prior to submitting an expression of interest, please send an email to board@checkyourhead.org and we would be happy to schedule an informal meet and greet first. We request that interested candidates submit their application and schedule a meet and greet no later than **Friday, February 1, 2013**.

Check Your Head's Annual General Meeting (AGM) is on
Thursday, February 7, 2013

Check Your Head's mission is to create spaces where young people come together to connect, imagine and build socially and environmentally just communities. Our work is motivated by the understanding that a healthy, democratic and sustainable future depends on a generation of informed, empowered and active young people.

Check Your Head Member of the Board of Directors Job Description and Expectations

Board of Directors Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Check Your Head so as to support the organization's mission and needs.

Major responsibilities*:

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Fiduciary & financial management, including adoption and oversight of the annual budget
- Hiring and supervision of the executive director(s)
- Coordinating personnel evaluations and supporting staff during hiring
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of Check Your Head. Each member is expected to make recommendations based on her or his experience and vantage point in the community. More specific tasks are taken on by the officer roles of co-chairs, secretary and treasurer.*

Length of term: Two years, with approximately 1/2 of the board up for renewal at each AGM. The board has a maximum of 9 members with the elected majority of board members identifying as youth and other board members identifying as adult allies.

Meetings and time commitment:

- The Board of Directors meets monthly at the CYH office
- Committees of the board are formed on an ad hoc basis and meet as needed (2-3 hrs/month).
- Staff send out regular email requests for information/support – board members are expected to reply in a timely manner.
- Each year the board organizes and executes an annual event that involves planning time (10-20 hours depending on committee) plus the time of the event.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Serve as an Officer and sit on one standing committee, or sit on two standing committees if not serving as an Officer.

- Be alert to community concerns that can be addressed by the Check Your Head mission, objectives, and programs.
- Help communicate and promote Check Your Head mission and programs to the community.
- Become familiar with Check Your Head finances, budget, and financial/resource needs.
- Understand the policies and procedures of Check Your Head.
- Financially support Check Your Head in a manner commensurate with one's ability.

Officer Positions:

Co-Chairs

- The co-chairs shall be the Chief Officers of the Society.
- Where a signature by a president is required, either of the co-chairs may serve this purpose.
- One co-chair must sit on the personnel committee.
- Welcome & orient new board members.
- Board meetings:
 - Send a call-out for agenda items
 - Review past minutes for agenda items to be brought forward
 - Prepare the agenda
 - Distribute the agenda, supporting documents and minutes from the previous meeting about five business days before the meeting
 - Co-chair the meetings
 - Edit & distribute the minutes

Treasurer

- The Treasurer must keep the financial records, including books of account, necessary to comply with the Society Act, and render financial statements to the directors, members and others when required.
- Set up to be a signing authority for the bank accounts of the organization and liaise with the staff to sign cheques regularly.

Secretary

- Keep the records of the Society and perform such duties as may be delegated by the board.
- Keep track of the terms of the board members to notify board members when their term is ending.
- Take minutes and send to co-chair(s) for editing.

Standing Committees:

Fundraising Committee

Event Planning Committee

Education Committee

Personnel Committee