

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 actively looking to increase the range and diversity of skills, perspectives, and experiences on our board.

In particular, we are looking for candidates with experience in the following areas:

- Organizational Development & Leadership
- Non-Profit Management
- Fundraising & Event Planning
- Strategic Planning
- Financial Management
- Youth Engagement

Prior experience on a non-profit board is not required but is preferred. All candidates should be committed to social and environmental justice and anti-oppression analysis.

Interested candidates are invited to apply via the following process:

1. Review the CYH Board Member **Job Description** (see below)
2. Complete the candidate **Expression of Interest form** (see attached) and describe the skills and experience you can bring to our team and submit along with your **CV/resume** to board@checkyourhead.org
3. Schedule a **Meet and Greet** with the Board Recruitment Committee to learn more about the position

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 a meet and greet first.

Interested applicants are encouraged to contact us at board@checkyourhead.org as soon as possible. Applications will be reviewed on a rolling basis, but must be submitted by **February 11, 2014**.

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
- 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 their 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: Board terms are two years, renewable at the end of each term at the Annual General Meeting.

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 (average of 2-5 hrs/month, depending on Committee)
- Staff send out regular email requests for information/support – board members are expected to reply in a timely manner
- Each year the board supports and organizes fundraising efforts such as campaigns and annual events, which board members are expected to assist with

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
- Participate in strategic planning processes to review purposes, programs, priorities, funding needs, and targets of achievement
- Ensure financial responsibility by approving the annual budget and overseeing adherence to it
- Understand and uphold the policies and procedures of Check Your Head
- Financially support Check Your Head in a manner commensurate with one's ability and actively support and promote fundraising efforts of the organization

Desired Skills and Experience:

- Experience working or volunteering within the non-profit sector
- Demonstrated commitment to social and environmental justice issues and anti-oppression analysis
- Familiarity with the work of Check Your Head
- Prior non-profit management/board experience an asset, particularly board development and leadership experience and skills
- Experience developing organizational policies, strategic planning, and human resource management
- Experience, interest, and passion to support the development and implementation of fundraising strategies, activities and events to further CYH's mandate
- Knowledge of financial and fiduciary management
- Experience working with, and developing outreach strategies to diverse youth communities
- Ability to work collaboratively and have fun!