

## Invitation to join the CYH Board of Directors

**Check Your Head is looking for people with a passion for social, economic and environmental justice and youth education to serve on our Board of Directors.**

Check Your Head's mission is to educate, activate, and empower young people to engage in social, environmental, and economic justice movements to create a more equitable, democratic, and sustainable future. We seek to support brave spaces where youth lead social, economic, and environmental change in our communities. We feel this work is increasingly urgent and vital to our communities and if you feel the same, we encourage you to apply to join the Board of Directors.

Successful candidates will join a group of thoughtful, collaborative volunteers with diverse strengths that are grounded in uplifting and change-making. We believe in creating an atmosphere of peer support, collective learning, and mentorship. CYH has often helped Directors connect to their communities, build friendships, and serve their values.

**We're actively looking to increase the range of perspectives and experiences on our board.**

We recognize that doing this work in an impactful way that is reflective of and responsive to the diversity of youth we strive to activate requires engaging a diversity of voices in all facets of the organization, particularly its leadership. We welcome potential candidates to contact us at [board@checkyourhead.org](mailto:board@checkyourhead.org) to discuss how CYH might decrease barriers to your participation, how your experience might contribute to CYH, or any questions you might have.

All candidates should have a keen interest in social, economic, and environmental justice. We especially encourage young leaders under the age of 35 to apply for board positions. Prior experience on a non-profit board is not required, but would be an asset.

**Check Your Head is particularly hoping for candidates who bring experience in (and/or enthusiasm for) one or more of the following areas:**

- Lived experience that could inform your contribution to a youth-led, social justice non-profit that is committed to supporting marginalized communities
- Decolonial, anti-racist organizational approaches
- Fund development, donor stewardship, and/or social enterprise
- Communications and/or public relations
- Project management and administration
- Strategic planning and evaluation
- Board governance, law, and/or policy

- Human resources

If you see yourself in any one of the areas above, we strongly encourage you to apply.

**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 submit it to [board@checkyourhead.org](mailto:board@checkyourhead.org)
3. Schedule and attend an **interview** with the Board Recruitment team

Interested applicants are encouraged to contact us as soon as possible. Applications will be reviewed on a rolling basis, and will be accepted until **Wednesday, October 16, 2019**.

We strive to have a Board that reflects the diversity of youth populations across the Lower Mainland, and we are committed to working to address barriers so that systemically marginalized communities can be supported in joining our team. We encourage applications from people who face systemic barriers, including Black, Indigenous, and People of Colour (BIPOC) communities, people of all marginalized genders and abilities, LGBTQIA/2S youth, and migrants and refugees.

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 us an email and we would be happy to respond.

## Check Your Head Member of the Board of Directors

### Job Description and Expectations

#### About Check Your Head

Our mission is to educate, activate, and empower young people to engage in social, environmental, and economic justice movements and to create a more equitable, democratic, and sustainable future. We seek to create, convene, and encourage brave spaces where youth lead social, economic, and environmental change in our communities. The Board of Directors support the organization to achieve this mission.

#### About the Board of Directors:

A non-profit Board of Directors governs the organization's mission and strategic direction, ensures that the organization has the resources necessary to pursue their mission, provides oversight for the Executive Director, and stewards the organization's financial management. For a general overview of typical Board responsibilities at a non-profit organization, please feel free to review [this link](#).

Successful candidates will join a group here at CYH of thoughtful, collaborative volunteers with diverse strengths that are grounded in uplifting and change-making. We believe in creating an atmosphere of peer support, collective learning, deep reflection, and mentorship. CYH has often helped Directors connect to their communities, build friendships, and serve their values.

**Length of term:** Board terms are 2 years, renewable at the end of each term at the Annual General Meeting in November. First-time Board Directors are encouraged to consider longer service terms (renewing for a 3 to 4 year term), as Board service in a learning role deepens into the second year and beyond.

#### Key responsibilities:

(or, what a Board must accomplish together)

- Organizational leadership, planning, and strategy development
- Review, formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Hiring and supervision of the Executive Director
- Review of organizational and programmatic reports and evaluation
- Representing and championing the work of the organization
- Fundraising and outreach

#### Key tasks:\*

(or, what does it look like to be on the Board)

- Work both collaboratively and independently to support CYH's mission

- Attend and participate in meetings on a regular basis (in person, or by video call when necessary)
- Review and plan CYH's mission, goals, strategy, programs, priorities, and needs together with staff and with community input
- Help communicate and promote CYH's mission and programs to the community
- Actively support and promote fundraising efforts of the organization, including both events and direct outreach
- Ensure financial responsibility by approving the annual budget and overseeing adherence to it through ongoing updates
- Understand and uphold the policies and procedures of Check Your Head
- Join and/or lead project teams to take on work related to Board responsibilities
  - Projects vary and are assigned based on strengths and interests. They can include tasks like event planning, record keeping, research, community consultation, policy writing, marketing, and many others

*\*More specific tasks are taken on by the officer roles of co-chairs, secretary, and treasurer.*

#### **Meetings and time commitment:**

Candidates should anticipate committing an average of 10 hours a month, with flexibility for busy periods of special projects or events and slower summer months

- The Board of Directors meet monthly for 3 hours at the CYH office to review Executive Director reports and financial updates, complete strategic planning, and address any arising personnel, policy, or fundraising action items
- Directors form "project teams" (similar to ad hoc committees) to address necessary work and this will take up the majority of the time commitment. Directors should be available to meet with team members (by video call or in person) on a monthly basis
- The Executive Director occasionally emails requests for information/support and Directors are expected to reply within 3 days
- Directors meet for 2 weekend retreats a year, traditionally in January and June
- Directors plan, support, and attend at least 1 annual CYH fundraiser

#### **Desired Skills and Experience:**

- Ability to work and solve problems effectively with a team
- Strong spoken and written communication skills
- Strategic thinking and creative problem-solving
- Experience or interest in social, economic, and environmental justice, and anti-oppression analysis
- Interest in ongoing learning and personal growth
- Sufficient organization and time management skills needed to meet the required CYH commitments in balance with your other commitments
- Knowledge of financial management, or interest in learning

#### **Additional experience that would be an asset to the Board:**

- Experience developing outreach strategies for diverse audiences
- Prior experience on a board
- Familiarity with the work of Check Your Head
- Experience volunteering or working in the non-profit sector
- Experience developing organizational policies, strategic planning, and human resource management

## Board of Directors Candidate Expression of Interest

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

***Please provide a short answer to the following questions describing your experience and interest in joining the CYH Board of Directors.***

*Before reviewing the questions below, we encourage you to read the CYH Guiding Principles*

1. Why are you interested in joining the CYH Board of Directors?
2. If you were selected to join the Board of Directors, would you be able to affirm your commitment to the CYH Guiding Principles? (please view [link here](#))
3. Briefly describe your background and/or interest in social, economic and environmental justice.
4. Briefly describe any experience you have had working or volunteering with not-for-profit organizations.
5. What skills and assets do you bring to the Board of Directors at CYH? (*see Invitation to Stand*).
6. What do you hope to accomplish in your time on the Board?
7. What kind of time commitment are you willing/able to commit as a Board member? (For example, how long do you envision holding this position, how much time do you have to offer monthly, are you available for evening or weekend meetings/retreats, etc.?)
8. We strive to create accessible, low-barrier spaces. Do you have any accessibility needs that you'd like to share with us? What would you need from your team to feel supported and safe in showing up in a Board role with CYH?
9. Is there anything else you would like us to know about you? Please include it here or as an attachment.

Please email your candidate expression of interest to [board@checkyourhead.org](mailto:board@checkyourhead.org).

Applications are considered on a rolling basis, and are encouraged as soon as possible.  
**Applications will be accepted until Wednesday, October 16, 2019.**