



BOYS & GIRLS CLUBS
OF THE PENINSULA

GOVERNANCE OVERVIEW

BOARD OF DIRECTORS

- Board membership terms will be 2 years
- There will be no limit to the number of terms Board members can serve
- New members can be elected onto the Board by majority vote of the Board (in person or via email or phone) after recommendation by the Governance Committee. New Board members' terms will end in June following the first 2 year term
- Existing members can be re-elected in the June Board meeting after recommendation by the Governance Committee. These terms will end in June in 2 years. All members, including those whose terms are expiring, will vote with a silent ballot
- Board member expectations include:
 - Attend at least 75% of Board of Directors and committee meetings
 - Actively participate on at least one standing committee or special project committee
 - Bring at least 2 potential funders to Be a Kid for a Night
 - Arrange a minimum of 2 tours of the Club with staff annually to donor prospects capable of making gifts of at least \$1,500
 - Give or get a minimum of \$25,000 annually or provide a tangible service to the Club (e.g., prepare communication materials, oversee financials, facilitate audit, serve as a community liaison)
 - Spend time in the Club during program hours at least once per year
 - Nominate and mentor new Board members
- Each Board meeting has a broad purpose as part of an annual cycle with 6 meetings per year, 4:00 – 6:00pm
 1. September: Annual campaign kick-off
 2. Early December
 3. Late January: Mid-year update on Strategic Plan; where are we, what corrections do we need to make; review of annual campaign
 4. March: preliminary approval of next year's budget and brainstorm priority issues for next year
 5. May: approval of next year's budget
 6. June: review annual strategic priorities

BGCP GOVERNANCE OVERVIEW

STANDING COMMITTEES

Committee	Responsibilities	Membership Profile	Meetings
Executive	<ul style="list-style-type: none"> • Act for the full Board between Board meetings • Set senior manager compensation levels 	<ul style="list-style-type: none"> • 7-10 Board members who have served at least 1 full term • Include Board president, past-president, president-elect, Treasurer, Secretary 	Monthly
Development	<ul style="list-style-type: none"> • Oversee all fundraising, including solicitation and stewardship • Design Club events strategy • Oversee all events, including engaging additional volunteers to assist • Sub-committees may be formed for <ul style="list-style-type: none"> ○ Events ○ Annual campaign ○ Corporate partners ○ Major gifts ○ Stewardship ○ Legacy 	<ul style="list-style-type: none"> • 9-15 members • Involves other volunteers as needed 	Monthly
Marketing & Communications	<p>Set overall MarComm strategy and developing projects in:</p> <ul style="list-style-type: none"> • Media relations related to Club activities • Public responses and editorial opinions on issues of concern to the Clubs and our communities • Creation and publication of the annual report/newsletter • Public service and other advertising 	<ul style="list-style-type: none"> • 2-5 members; at least 1 member from Board 	As needed
Volunteers	<ul style="list-style-type: none"> • Identify volunteer sources • Support volunteer recruitment, training and appreciation 	<ul style="list-style-type: none"> • 1-5 members; at least 1 member from Board 	As needed
Programs	<ul style="list-style-type: none"> • Review Club program effectiveness and efficiency • Support staff in program design and delivery while also instilling accountability in results • Oversee evaluation 	<ul style="list-style-type: none"> • 5-10 members; at least 2 from Board • Willing to spend time getting to know the staff and programs first-hand 	Monthly

BGCP GOVERNANCE OVERVIEW

Committee	Responsibilities	Membership Profile	Meetings
Finance	<ul style="list-style-type: none"> • Review cash flow and spending levels • Be a resource for the accounting department staff on accounting issues and questions • Monitor internal controls over financial reporting • Address any other financial issues that effect the Club 	<ul style="list-style-type: none"> • 4-7 members; at least 2 from Board, including Chair • Knowledge of finance 	Monthly
Investment	<ul style="list-style-type: none"> • Review and manage Club’s investable assets, including the endowment and cash funds • Hire and manage asset manager • Recommend investment strategy and asset allocation 	<ul style="list-style-type: none"> • 3-6 members; at least 1 from Board • Expertise in investing 	Quarterly
Audit	<ul style="list-style-type: none"> • Select auditor • Confer with the auditor to satisfy Board that the financial affairs of the nonprofit organization are in order • Review the audit and decide whether to accept • Approve non-audit services by the independent CPAs accounting firm, and ensure such services conform to standards in the Yellow Book issued by the U.S. Comptroller General • Ensure compliance, especially with Sarbanes-Oxley 	<ul style="list-style-type: none"> • 2-3 members; at least 1 from Board • No more than 1 from Finance Committee • Cannot include staff or Treasurer 	As needed, mostly June – August
Human Resources	<ul style="list-style-type: none"> • Assure that suitable HR principles are observed throughout the Club • Assist with, as needed, staff development, compensation, benefits, mentorship 	<ul style="list-style-type: none"> • 1-3 members; at least 1 member from Board 	As needed
Governance	<ul style="list-style-type: none"> • Evaluate and recommend new Board members for election • Review existing Board member’s contribution annually vs. expectations • Orient new Board members • Recommend re-election of existing Board members • Recommend committee chairs to the full Board based on input of committees 	<ul style="list-style-type: none"> • 5-7 Board members who have served at least 1 full term • Committee members will include the Board president, past president and president-elect 	As needed
Facilities	<ul style="list-style-type: none"> • Assist staff with maintaining 3 clubhouses and vehicles 	<ul style="list-style-type: none"> • 1-3 members; at least 1 member from Board 	As needed

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Committee	Responsibilities	Membership Profile	Meetings
Information Systems	<ul style="list-style-type: none"> • Assist staff with IT needs including overall technology architecture and procuring needed equipment 	<ul style="list-style-type: none"> • 1-3 members; doesn't require Board membership 	As needed

PRESIDENT'S ADVISORY COUNCIL

- High profile individuals who do not want the governance responsibilities of Board membership; responsibilities include:
 - Advocate for the Club
 - Make substantial contribution to the Club
 - Advise on strategic issues as they arise
 - No legal governance responsibilities
- Meet directly with Board President and/or Executive Director individually at least annually
- Welcome to attend Board and/or committee meetings as desired

EMERITUS BOARD

- Past Board Members who:
 - Have served on the Board for at least 4 years
 - Have given or raised at least \$100,000 or made a significant, tangible contribution for the Clubs
 - Are willing to assist with ongoing Development and advocacy
- Annual "State of the Club" gathering
- Can attend Board and/or committee meetings if so desired

PAST PRESIDENTS

- For all Past Board presidents
- Annual "State of the Club" gathering
- Can attend Board and/or committee meetings if so desired

BGCP GOVERNANCE OVERVIEW

COMMUNITY COUNCIL

- Community members who want to contribute expertise without expectations of Board membership
- Membership is a way for BGCP to acknowledge the value of their contribution
- Responsibilities include:
 - Contribute functional expertise in Programs, Development, Administration, or Neighborhood Advisory
 - Serve on a Committee or an as-needed basis
 - No give or get responsibilities, except for Development group
 - No legal governance responsibilities
- Meeting Schedule:
 - Unique for each member
 - Connection to BGCP is through manager and specific committee, not overall Community Council meetings
 - Manager responsible for setting membership and engaging members as appropriate

NEIGHBORHOOD ADVISORY GROUP

- Represent local neighborhood by providing input on Club's programs and policies
- One for each clubhouse and school site
- Meet quarterly led by unit director
- Advocate and communicate club's policies within the community
- Approximately 10 members, including parents, teachers, principals, city officials, police and teens
- 1 year term
- One to four members could serve as full Board members
- Members should be:
 - Influential within community and representative of opinion
 - Currently aware of and directly affected by club's programs (e.g., parent, teacher, principle, police)
 - Possibly one or two youth (i.e., head of Keystone and Torch clubs)