



BOARD POSITION DESCRIPTION

Overview

The E4 Youth governs the overall execution of the organization's mission. Principally, the Board manages organizational finances and sets long term priorities for programs, including the execution and approval of: the annual budget, audit reports, and material business decisions, legal and fiduciary responsibilities, monitoring the internal and fiscal operations, serving on committees and special task forces, and fundraising. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of the organization. Overall, the members of the Board contribute to the educational, management, legal, and financial skills needed to ensure long term organizational stability and ensure year-to-year program excellence for E4 Youth mission.

The Board of Directors has up to 10 maximum number of voting members. Terms are for 3 years.

Board Member responsibilities include attendance regular board meetings (average 11 per year), as well as teleconference meetings and active electronic conversations as part of Board committees. In some years the Board has held additional meetings. Board members also hold a fiduciary responsibility for management of organizational capital and ensuring appropriate filings with federal, state, and local authorities consistent with the organization's status as a 501(c)(3) nonprofit organization. The attendance policy allows for removal if three consecutive meetings are missed without notice.

Declaration of Candidacy

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as the ways to contribute to the development of the organization.

Resources available to prospective members:

- Organizational Documents: Strategic Plan, Bylaws, FY Budget, Operating Principles, and others upon request
- Program Overview & Calendar of Events
- Email or call the Executive Director, Carl Settles, at 512-917-2551 and/or carl@e4youth.com with questions or if you would like the contact information for the current Nominating Committee chair.

To apply:

- Visit our [Board Application](https://e4youth.org/board-application/) (<https://e4youth.org/board-application/>) page online.
- Copies of the application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the organization's work.

Time and Financial Considerations

Meetings:

- Board Meetings- monthly, 2nd Tuesdays of every month
- Committee Work (generally by email)
- Annual Meeting
- Annual Fundraiser- board participation needed/required

Donations: As with any Board, members will be solicited for a cash or in-kind donations; 100% board participation is required. Board members are expected to get or give contributions to E4 YOUTH totaling at least \$5,000 annually. Board members should maintain an active membership status during their term.