

Position: Executive Board Member



Salary: Volunteer Position

Location: Northeast San Fernando Valley, Los Angeles, CA

Time Requirement: Four quarterly meetings a year, attendance at events as needed

Financial Commitment: Raise at least \$250 from donors or from personal donations a year

Event Requirement: Assist in organizing one event, initiative or mixer a year

YSC Mission: Youth Speak Collective (YSC), a 501 (c)(3) non-profit organization, is a youth-driven initiative empowering low-income communities in the Northeast San Fernando Valley with the skills necessary to pursue higher education and create strong communities.

GENERAL RESPONSIBILITIES

- Govern the organization by broad policies and objectives, includes assigning priorities and ensuring the organization's capacity to carry out programs by continually reviewing its work.
- Help communicate and promote Youth Speak Collective's mission and programs to the community.
- Acquire sufficient resources for the organization's operations and work to finance the programs adequately.
- Engage in ongoing planning activities as necessary to determine the mission of the organization and its strategic direction
- Define specific goals and objectives related to the mission and evaluate the success of the organization's services toward achieving the mission.
- Approve the policies for the effective, efficient, and cost-effective operation of the organization.
- Annually approve the organization's budget and assess the organization's financial performance in relation to the budget at least four times per year.
- Actively participate in the fundraising process through members' financial support and active seeking of the support of others. As part of the annual budget process, the board should review the percentage of the organization's resources spent on program, administration, and fundraising, with a goal of at least 90% of revenue used for programs.
- Approve written policies and procedures governing the work and actions of its employees and volunteers.
- Ensure that an internal review of the organization's compliance with known existing legal, regulatory, and financial reporting requirements is conducted annually and that a summary of the results of the review is provided to the entire board.
- Attend and participate in meetings on a regular basis and special events as able.
- Be alert to community concerns that can be addressed by Youth Speak Collective's mission, objectives, and programs.

QUALIFICATIONS

- 6+ years experience in a leadership position at a for-profit or non-profit business
- Ability to attend quarterly board meetings in person and actively outreach for organization.
- Excellent written and oral communication skills and organization skills
- Communicates effectively and works cooperatively with individuals from diverse backgrounds
- Must be comfortable working in a team environment

Interested candidates should email a cover letter and resume to: david@youthspeakcollective.org

Please include in the subject line: "Board Member"