



You Can Thrive!
FOUNDATION

2018

Dear Prospective Member:

We are pleased to invite you learn more about You Can Thrive! and apply for our Board of Directors, Advisory Board or Junior Board.

Our board positions steward the mission and support the executive officers of the organization in providing a true holistic and preventative health care model to the community and supporting people with breast cancer and other cancers when they need it most and can afford it least.

Operating since 2005, You Can Thrive! Foundation has a unique education and support services model that can effectively move our system from treatment of disease to prevention of it, while giving equal access to integrative resources in a proven model for those in our community hardest hit with disease. Our organization leverages outstanding networking and team building skills to bring visibility, volunteers and funding to this mission. You can be a part of that amazing community!

Your supportive ambassadorship and experience could be an invaluable contribution to helping You Can Thrive! break new ground in solving the issues that have always surrounded health care and effected people in our communities.

The main purpose of our Board of Directors is to create and support fundraising strategies and helping guide the vision for long-term sustainability. Specific goals can be set individually.

Thank you for taking the time to consider being a part of You Can Thrive! Foundation Board of Directors. We are available to discuss any questions you may have. You can reach us by phone at 917.463.4267 or via email at Luana@youcanthrive.org .

Sincerely,

Luana DeAngelis
Founder, Chief Visionary Officer

Executive Committee Roles



What is the job description of a board chair/president?

- Oversees board and executive committee meetings
- Works in partnership with the chief executive to make sure board resolutions are carried out
- Calls special meetings if necessary
- Appoints all committee chairs, and with the chief executive, recommends who will serve on committees
- Assists chief executive in preparing agenda for board meetings
- Assists chief executive in conducting new board member orientation
- Oversees any searches for a new chief executive
- Coordinates chief executive's annual performance evaluation
- Works with the governance committee to recruit new board members
- Acts as an alternate spokesperson for the organization
- Periodically consults with board members on their roles and helps them assess their performance
- Puts together agendas and board meeting materials into packets and distributes them to board members the week before quarterly meetings

What is the job description of a board vice chair?

- Attend all board meetings
- Serve on the executive committee if one exists
- Carry out special assignments as requested to support the board chair
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership

What is the job description of a board secretary?

- Attend all board meetings
- Serve on the executive committee if one exists
- Ensure the safety and accuracy of all board records and minutes of meeting
- Take and recount board meeting minutes
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Provide notice of meetings of the board and/or of a committee when such notice is required

What is the job description of a board treasurer?

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the chair of the finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis
- Present the annual budget to the board for approval
- Review the annual audit and answer board members' questions about the audit

References: Roles and Responsibilities (BoardSource 2008).



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Job Description(s) for Executive Board Members

Guidelines for Board participation are useful in identifying and recruiting potential Board members as well as fundraising and serving as an evaluation tool, on a regular (e.g., annual) basis, for the Governance and Nominating Committee and the Board as a whole to assess proposed or current Board members' and CVOs (CEO) contributions to the organization and to provide fiscal guidance.

You Can Thrive! Foundation Board members are expected to contribute to the organization in the following ways:

- Attend all Quarterly Board meetings
- Help develop *You Can Thrive!* financial or other resources
- Steward the mission. Demonstrate support for *You Can Thrive!* mission by promoting its good work, generating goodwill for the organization, encouraging support for its efforts, and keeping informed and/or participating in its programs and activities
- Support the CVO: Contribute knowledge and skills in at least one area essential to Board governance (see below)
 - Help promote *You Can Thrive! Foundation* visibility and advocate for its mission
 - Participate in hiring the staff and review the CVO's performance
 - Participate in reviewing strategic plans and setting long-term priorities
 - Participate in reviewing and approving an annual budget for the organization and reviewing its revenues and expenses on a quarterly basis to ensure that *You Can Thrive! Foundation* mission is being upheld and its finances managed in a sound and ethical manner.
 - Participate in *You Can Thrive! Foundation* activities
 - Vote to set procedures and policies to ensure that the corporation is organized and managed in an accountable, fair and systematic manner and in compliance with applicable law.

Individual *You Can Thrive! Foundation* Board performance is regularly evaluated using the following criteria:

1. Attend all quarterly Board meetings each year (by web or in person)
2. Act on behalf of the corporation and its interests, putting aside personal concerns, affiliations or constituencies
3. Serve on at least one Board committee in addition to the board development committee
4. Give an annual personal financial contribution to *You Can Thrive! Foundation*
5. Get annual financial contributions by asking friends or having personal fundraiser
6. Help staff at *You Can Thrive! Foundation* to promote our good work and visibility.
7. Attend volunteer meetings or community events when possible.



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Executive Board Roles & Responsibilities

President/Chairperson of the Board
Vice-President/Co-Chairperson of the Board
Secretary of the Board
Treasurer of the Board
Chief Officer

Chair of the Board / President

The Chairperson of the Board is responsible for the management, the development and the effective performance of the Board of Directors, and provides leadership to the Board for all aspects of the Board's work. The Chairperson acts in an advisory capacity to the President and Chief Executive Officer (CEO/CVO) and to other officers in all matters concerning the interests and management of the Corporation and, in consultation with the CEO, plays a role in the Organization's external relationship.

- Plans and organizes all of the activities of the Board of Directors including: the preparation for, and the conduct of, Board meetings; the quality, quantity and timeliness of the information that goes to Board members; the formation of Board committees and the integration of their activity with the work of the Board; the evaluation of the Board's effectiveness and implementation of improvements; the development of the Board, including Director recruitment, evaluation and compensation, and the ongoing formal and informal communication with and among Directors.
- Chairs annual and special meetings of the shareholders. In conjunction with the CEO, the Chairman may meet with various groups, governments, the financial press, industry associations.
- Works closely with, and through the CEO, to: participate in the development of the Corporation's vision, strategic agenda, and business plan to facilitate communication and understanding between management and the Board; ensure operations conform with the Board's view on bylaws and policy and ensure, in consultation with the Human Resources Committee and the full Board, that succession plans are in place at senior executive levels.
- In conjunction with the CEO, participates in external relationships which fulfill the Corporation's obligations as a member of industry and the community.
- Provides the key link between the Board and management, and as a result, has a significant communication, coaching and team-building responsibility including: maintaining a close ongoing relationship and open communication with the CEO; representing the shareholders and Board to management and management to the shareholders and Board; and monitoring and evaluating the



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performance of the CEO, in coordination with the Human Resources Committee.

- May attend all Board committee meetings as a non-voting participant provided, however, that, at meetings of the Governance Committee, the Chairman of the Board shall be a voting member.
- Carry out special assignments in collaboration with the CEO and management or the Board of Directors.
- Meet 10K give/get annual goal according to our giving policy.

Performance Review

- In April of each year, the Chairperson of the Board and committee shall review the performance of the Members of the Board. The information which is to be used, as a basis for discussion will include: the foregoing description of the basic functions and responsibilities of the Members of the Board; the list of special objectives that were established at the last performance discussion; and input gathered from the Board concerning each Members' performance and special objectives for the ensuing year. The Members shall meet and, with input and comments from each member, specifically the Chairman of the Board, establish a list of special objectives for the next twelve (12) months.

Vice-Chair of the Board / Vice President

- Attend all board meetings.
- Serve on the executive committee if one exists.
- Carry out special assignments as requested by the board chair.
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.
- Participate as a vital part of the board leadership.
- Meet 10K give/get annual goal according to our giving policy.

Secretary of the Board

- Attend all board meetings.
- Serve on the executive committee if one exists.
- Ensure the safety and accuracy of all board records.



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- Keep and review board minutes.
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair.
- Provide notice of meetings of the board and/or of a committee when such notice is required.
- Meet 10K give/get annual goal according to our giving policy.

Treasurer of the Board

- Attend all board meetings.
- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Serve as the chair of the finance committee.
- Understand financial accounting for non-profits. Create or request Quickbooks statements from bookkeeper for meetings to report fiscal oversight.
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
- Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis.
- Present the annual budget to the board for approval.
- Review the annual audit and answer board members' questions about the audit.
- Meet 10K give/get annual goal according to our giving policy.

Chief Executive Officer/Chief Visionary Officer

- Advocates organization mission.
- Ensures staff and Board have sufficient and up-to-date information, and acts as an interface between the board, staff, organization and community.
- Formulates policies and planning recommendations to the Board.
- Directs the operations of the organization, implements plans, manages human resources, financial resources, physical resources and assists in development and support of the Board.
- Provides leadership in the development of the organization's statement of vision, mission, goals, and the corresponding strategies, plans and budgets to achieve them.
- Review approved plans and budgets as part of the annual planning and budgeting cycle and present recommendations to appropriate committee.



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- Hire, reward, discipline, terminate, and set the salary of, all association employees except for him/herself, in accordance with policy and/or approved budgets.
- Promote collaboration to address the needs of the organization, maintain & document necessary contacts to keep abreast of emerging issues of significance to the organization.
- Act as a spokesperson and ambassador
- Call a special meeting if there is any issue or concern during the year.

Junior Board

- Made up of young civic minded volunteers who provide service in a specific area and create a web of support for board committees'
- Can attend board meetings as a non-voting member or serve on a committee
- Maintain knowledge and personal commitment to the organization's goals and objectives
- Act as an ambassador who speaks to the mission and recruits board members
- Create events and fundraising channels within their communities
- Give a meaningful personal contribution to the organization annually
- Get donations to meet a 5k give/get annual membership goal
- Attend fundraising events and help sell tickets for events

Advisory Board

- Does not attend board meetings but can attend as a non-voting member or serve on a committee
- Maintains knowledge of the organization and personal commitment to its goals and objectives.
- Has expertise and knowledge in a specific area and offers their time in this area
- Makes a meaningful personal donation to the organization annually
- Foster or create awareness of the organization by speaking about our mission to be an effective ambassador of the cause
- Attend fundraising events and get donations/sell tickets at events

Board Development Committee

Mandate: The mandate of the Board Development Committee is to give attention to the composition of the Board - and the effective and appropriate involvement of all trustees to ensure continuing vitality and effective governance.



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Specific Responsibilities:

- Develop an annual recruitment plan that takes into account the expertise, perspective, judgment and resources needed in new board members.
- Review potential candidates and present nominees for the Board's approval.
- Plan and implement an orientation program, including not only official briefings and printed materials, but individual mentorship to make new trustees part of culture of the Board.
- Review the talents and interests of current and new trustees and recommend to the Chair committee assignments most appropriate for their involvement.
- Recommend to the Board policies about expectations for trustees, reaching out to those whose commitment does not match board expectations.
- Nominate trustees for officer positions.
- Encourage participation in special occasions, which bond trustees to each other and to the organization.

Board Giving Policy

To demonstrate commitment to our mission and to reach our fund-raising goal, board members agree that they will first make a gift themselves. This policy ensures that every board member supports You Can Thrive! Foundation with a personal annual donation. Board giving is distinct and in addition to attending special events, buying tickets or otherwise participating in our organization's activities. We have set an executive board-giving goal as part of the annual budget approval process at or above \$10K either personally or through personal connections and a Junior Board goal of \$5K. Financial reports will include an update on board giving, and chair has a spreadsheet kept by secretary on giving. All prospective board members will be given a copy of this policy. It will be included in our board agreement and manual and reviewed by the board on an annual basis. All donated support will be tax-deductible, except donations acquired through service based corporate wellness packages. Board members may also utilize their contacts to offer a multidisciplinary corporate wellness package utilizing our model, to any client. ½ of that package income counts toward their give/get goal. This option alleviates the problem of asking contacts for donations and being asked to give to their chosen cause in return.