Youth On Their Own
Board Member Job Description FY27

Thank you for serving on the YOTO Board of Directors! As a board member, you agree to the following:

1) Consistently attend and participate in board activities:

a) Attend a minimum of 75% of meetings of the Board annually, including regular board meetings, board retreats, and board issue dinners.

b) Attend strategic planning meetings and semi-annual board retreats.

c) Come to meetings prepared, having read background materials distributed prior to the meeting.

d) Actively participate in Board meetings by engaging in discussion and asking pertinent questions.

e) Serve actively on at least one board committee.

f) Complete at least one volunteer activity every quarter.

g) Agree to provide board leadership by serving as chair of a committee or task force, or by serving as a board officer at some point during your board tenure.

h) Follow through on all commitments.

2) Fulfill your fiduciary responsibility:

a) Understand the budget and current financial status of the organization.

b) Review financial reports thoroughly and ask questions to clarify.

c) Ensure that financial policies and procedures are ethical and within generally accepted accounting practice.

d) Represent key stakeholder perspectives when determining budget and analyzing financial statements.

e) Ensure there is proper planning to generate financial resources.

3) Support the organization's fundraising:

a) Make at least one annual financial contribution of any amount.

   i) For 2026, donations of up to $506 per individual or $1,009 per couple qualify for the Arizona Charitable Tax Credit.

   ii) Consider participating in the monthly giving club to provide reliable income to YOTO.

b) Encourage others to give.

c) Participate in fundraising activities by introducing people to the organization, participating in events, and conducting stewardship activities for current donors, including monthly donor thank you calls.

4) **Be an ambassador and advocate:**
   a) Become informed about the organization's history, goals, accomplishments, current operations, and concerns so that you can act as a knowledgeable ambassador.
   b) Be familiar with the organization's Advocacy Platform and participate in board learning opportunities so you can act as a well-informed advocate.
   c) Positively communicate the vision and value of the organization to the community, as well as potential supporters, donors, and the public at large.
   d) Take every appropriate opportunity to increase the public's awareness of the organization's strategic priorities and contribution to the community.
   e) Attend and participate in organization activities including special events and fundraising activities.

5) **Provide good governance and leadership:**
   a) Select and regularly assess the performance of the CEO. Ensure that the CEO has the moral and professional support needed to further the mission and vision of the organization.
   b) Direct focus of board on governance (strategic, long-term, and policy based), and reserve management and day-to-day operations to the CEO.
   c) Develop and hold true to the organization's Mission, Vision, and Values as strategic decisions are made.
   d) Respect the confidentiality under which discussions take place during board and committee meetings.
   e) Contribute to a functional working group and productive meetings by communicating efficiently, clearly, and openly.
   f) Participate in board evaluation to assess and improve board experience and outcomes.
   g) Engage in board development and training opportunities to enhance your leadership, governance skills, and overall contributions to the organization.