

# Kenosha County Youth As Resources



## Board Manual

Updated 5/07



# Kenosha County YAR Board Manual



## Welcome

Welcome to Youth As Resources. You have become a part of a growing movement that is recognizing young people for their tremendous potential to positively influence the world around them.

Youth As Resources (YAR) is a grant giving organization that helps youth groups in Kenosha County to plan and implement meaningful community service and service-learning projects. By involving youth in their communities, YAR not only empowers young people to be active and engaged citizens, but it strengthens the communities of Kenosha County.

By joining Youth As Resources, you are dedicating yourself to the goals and ideals of Youth As Resources.

This manual is intended to help you understand how YAR works and to provide valuable board member resources throughout the year. Congratulations and thank you for making this commitment to yourself and your community!

## History of Youth As Resources

Youth As Resources began as a project of the National Crime Prevention Council in 1987 with funding from the Lily Endowment, Inc. Since 1987, Youth As Resources programs have formed all over the United States and even abroad.

In 2004, Kenosha County Youth As Resources was established as a partnership between the Kenosha County UW-Extension and the United Way of Kenosha County, in response to a 2002 Search Institute study citing that only 23% of youth perceived that “adults in the community value youth,” and only 26% felt that youth are “given useful roles in their community.”

Since that time, Kenosha County Youth As Resources has worked to combat these findings, and help youth feel that they can be valuable resources in their communities.

## Overview

The YAR Board of Directors (herein after referred to as the YAR Board) is a group of youth and adults that meets regularly to sustain the Youth As Resources Program. The



# Kenosha County YAR Board Manual



YAR board is responsible for everything ranging from fundraising and recruitment, to publicity, administration, outreach and much more.

Central to the YAR board's activities are awarding Youth-led Service Grants to youth groups in Kenosha County and encouraging board members to develop valuable leadership skills.

In order to ensure that there is a balance between encouraging mentorship and promoting strong youth voice, Youth As Resources maintains a board of directors that is made up of roughly 50% youth and 50% adults.

In addition, the typical YAR board should comprise no more than 32 YAR Board members:

- 16 youth (grades 7-12)
- 8 young adults (ages 18-25)
- 8 adults (ages 26 and over)

## **YAR Structure and Organization**

To accomplish all of YAR's goals and responsibilities, YAR has created several committees and leadership positions to divide the workload and encourage group participation. There are four executive officers and four standing committees of the YAR Board.

The YAR Executive Board:

- Chairperson (youth)
- Co-Chair (adult)
- Secretary (youth)
- Historian (youth)
- Parliamentarian (Adult)

The YAR Board Committees are:

- Fundraising Committee
- Outreach Committee
- Program Committee
- Membership Development Committee



# Kenosha County YAR Board Manual



## **YAR Board Officers**

Executive Board officers have very specialized roles which ensure the successful operation of the YAR Board and all of its projects. Board officers are elected to one-year terms and may run for multiple terms. A board member wishing to run for a particular office should read over the responsibilities of that position and be prepared to explain why he/she would be a good person for that position.

### **Board Chairperson (Youth)**

- ◆ Leads the board meetings
- ◆ Helps to prepare the meeting's agenda with the co-chair prior to the meeting
- ◆ Responsible for making sure that all members are actively participating
- ◆ May be called upon to represent the YAR board at various community events

### **Board Co-Chairperson (Adult)**

- ◆ Assists the Board Chairperson
- ◆ Fulfills the duties of the Chairperson if they are absent
- ◆ May be called upon to represent the YAR Board at various community events

### **Secretary (Youth)**

- ◆ Takes minutes which are submitted to the YAR coordinator before the next meeting
- ◆ Will take roll-call at the start of all meetings
- ◆ Secretary coordinates correspondence with the media
- ◆ Responsible for all voting and funding records

### **Historian (Youth)**

- ◆ Keeps track of all printed publicity of the YAR Board
- ◆ Keeps the board scrapbook up-to-date
- ◆ Keeps quarterly updates on YAR's activities for the YAR website
- ◆ Serves as official photographer of the YAR organization

### **Parliamentarian (Adult)**



# Kenosha County YAR Board Manual



- ◆ Ensures Robert's Rules of Order are adhered to at all official meetings.
- ◆ Ensures Bi-laws of YAR are adhered to at all official meetings.

## **YAR Committees**

Committees are the backbone of the Kenosha County YAR program. Listed below is a description of each committee.

### **Program Committee**

The Program Committee is responsible for planning and coordinating special events (excluding fundraisers) that involve the entire YAR board. Examples include community service projects, celebrations, and award ceremonies.

### **Fundraising Committee**

The Fundraising Committee is responsible for planning and coordinating fundraising events involving part or all of the YAR Board. The funding generated by the committee may be used for general operational, training, or granting expenses.

### **Outreach Committee**

The Outreach Committee is responsible for promoting Youth As Resources' events and programming throughout Kenosha County. In particular, the Outreach Committee focuses on promoting Youth-led Service Grants and the YAR Board's service projects.

### **Membership Development Committee**

The Membership Development Committee helps to keep up board morale throughout the year by planning social gatherings and leading teambuilding activities. In addition, the membership development committee will occasionally lead leadership activities. At the end of the year, the Membership Development Committee assists with YAR board recruitment.



# Kenosha County YAR Board Manual



## YAR Board of Directors Meeting

The Youth As Resources meetings are arranged in a way to create rituals and traditions within the organization. When these rituals and traditions are established it builds an environment that is conducive to youth participation in an efficient manner.

For example, after the project presentations are over the board goes into a closed session. During that closed session discussion about the presentations takes place followed by voting. The voting process begins with the youngest board member first and moves up to the adult board members. This ritual enhances youth participation and ownership.

Below is an example agenda that is given out at the beginning of the YAR board meeting.

### Sample Agenda

1. Call the meeting to order: \_\_\_\_\_
2. Pledge of Allegiance: \_\_\_\_\_
3. YAR pledge: \_\_\_\_\_
4. Roll Call
  - The secretary calls roll, each name is said out loud.
5. Secretaries report
  - Motion: \_\_\_\_\_
  - Second: \_\_\_\_\_
  - Discussion
  - Vote
6. Announcements and Committee reports
  - This is the time when general announcements can be made.
  - The Committee reports consist of: Membership Development, Outreach, Fundraising, Program and Executive Committees.
7. Grant presentations (open session)
  - Order of groups
  - Officers step down and sit with the members
  - Who is timing the groups: \_\_\_\_\_
  - Dismissal
8. Grant Discussion (closed session)
  - The board moves to a closed session, where they break into small groups. Discussion lasts for about 10 minutes. After discussion there is a report back with one positive and one negative about each presentation. After the report



# Kenosha County YAR Board Manual



back the board is given a choice to add anything else to the discussion that might not have been said before.

## 9. Voting

- To ensure maximum youth voice in decision making, the following voting procedures have been developed.
- Using a nominal group process the voting beings after large group grant discussion.
- Each board member is given an equal amount of dots. The dots represent \$10.00 each.
- The amount of dots that are divided out are either the total amount of money requested by the grantees or the total amount available in the grant cycle.
- Voting commences with the youngest board member going first and then moving up through the list ending with the adults.
- Members arriving late may participate in discussion but not in the voting process.

## 10. Approval of funds

- After the voting is completed the dots are added and then there has to be a simple majority vote to approve the funds that were given to each organization
- Motion: \_\_\_\_\_
- Second: \_\_\_\_\_
- Vote: \_\_\_\_\_

## 11. Adjournment

- Motion: \_\_\_\_\_
- Second: \_\_\_\_\_
- Discussion: \_\_\_\_\_

Vote: \_\_\_\_\_



# Kenosha County YAR Board Manual



## Kenosha County Youth As Resources By-Laws

### I. NAME

- A. This organization shall be known as Kenosha County Youth As Resources.

### II. PARTNERS

- A. Kenosha County Youth As Resources is a program of Kenosha County UW-Extension.
- B. Fiscal agent of Kenosha County Youth As Resources is the Kenosha County United Way.

### III. MISSION

- A. Through grant-making, Kenosha County Youth As Resources empowers youth to design & implement projects that meet community needs.

### IV. BOARD MEMBERSHIP

- A. Youth As Resources does not discriminate against anyone for reasons of race, color, gender/sex, gender identity, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record or veteran status.
- B. Board members of Youth As Resources:
  - 1. Will be selected based on experience, interest, and commitment to the Youth As Resources philosophy and the Kenosha County community. Members will reflect the geographic, ethnic, professional and economic diversity of the Kenosha County community.
  - 2. The Board will consist of no more than 32 persons. The Board should be at least 50% youth and 50% adults to sustain a youth-adult partnership.
  - 3. Youth members are defined as ages 17 and younger. Adult members are classified as ages 18 and older.



# Kenosha County YAR Board Manual



4. Members of all ages must demonstrate a strong desire to participate, an overall good attitude, as well as high levels of reliability, strong attendance and show a willingness to work.
5. Board members are required to attend at least one YAR service project per year (one in fall and one in spring).
6. The YAR year will run from September through May

## V. ORGANIZATION STRUCTURE

### A. YAR Board Officers

1. Board Chairperson will:
  - a. Be a youth
  - b. Lead the board meetings
  - c. Prepare the meeting agendas with the co-chair
  - d. Responsible for making sure that all members are actively participating
  - e. May be called upon to represent the YAR board at various community events
2. Board Co-Chairperson will:
  - a. Be an adult
  - b. Assists the Board Chairperson
  - c. Fulfills the duties of the Chairperson if they are absent
  - d. May be called upon to represent the YAR Board at various community events
3. Board Secretary will:
  - a. Be a youth
  - b. Take minutes at each meeting
  - c. Take roll-call at the start of all meetings
  - d. Coordinate correspondence with the media
  - e. Responsible for all voting and funding records
4. Historian will:
  - a. Be a youth



# Kenosha County YAR Board Manual



- b. Keep track of all printed publicity on the YAR Board and YAR projects
- c. Keep the Board Scrapbook up-to-date with photos of the Board and YAR projects
- d. Serve as official photographer

5. Parliamentarian will:

- A. Be an adult
- B. Ensures Robert's Rules of Order are adhered to at all official meetings.
- C. Ensures Bi-laws of YAR are adhered to at all official meetings.

Advisory Committee will:

- 1. Provide program oversight and review
- 2. Assist in board recruitment efforts
- 3. Provide oversight to YAR budget
- 4. Meet quarterly
- 5. Comprised of representatives from the United Way of Kenosha County and Kenosha County UW-Extension.

B. YAR Program Advisor(s) will:

- 1. Act in an advisory/facilitator capacity.
- 2. be a liaison officer between the YAR Board; the host agency, Kenosha County UW-Extension; the fiscal agent, Kenosha County United Way and the Advisory Committee
- 3. assist in the coordination of meetings and trainings

## **VI. ELECTION AND REMOVAL OF OFFICERS**

- A. Board officers will be elected in September.
- B. Board officers may be removed by a simple majority vote if the officer fails to fulfill the duties of their office.

## **VII. MEETINGS AND ATTENDANCE**



# Kenosha County YAR Board Manual



- A. Official Board meetings are held on the third Tuesday of the month from 5:00 pm – 6:30 pm at the Kenosha County Administrative Building (KCAB) in the County Board Chambers (3<sup>rd</sup> Floor).
- B. Members are allowed up to four absences per year. If a member exceeds four absences the member will be suspended from the board for the remainder of the YAR Board Year.
- C. To be recognized at the end of the year celebration, a member needs to attend a minimum of five YAR Board meetings.
- D. Voting on Grant Presentations
  - To ensure maximum youth voice in decision making, the following voting procedures have been developed.
  - Using a nominal group process the voting beings after large group grant discussion.
  - Each board member is given an equal amount of dots. The dots represent a specific amount of money.
  - The amount of dots that are divided out are either the total amount of money requested by the grantees or the total amount available in the grant cycle.
  - Voting commences with the youngest board member going first and then moving up through the list ending with the adults.
  - Members arriving late may participate in discussion but not in the voting process.

## **VIII. COMMITTEES**

- A. Each committee shall designate a chair to lead the group.
- B. Board members should each serve on at least one of these committees:
  - 1. There shall be a Fundraising Committee. The Fundraising Committee is responsible for planning and coordinating fundraising events involving part or all of the YAR Board. The funding generated by the committee may be used for general operational, training, or granting expenses.
  - 2. There shall be an Outreach Committee. The Outreach Committee is responsible for promoting Youth As Resources' events and programming throughout Kenosha County. In particular, the Outreach Committee focuses on promoting Youth-led Service Grants and the YAR Board's service projects.



# Kenosha County YAR Board Manual



3. There shall be a Membership Development Committee. The Membership Development Committee helps to keep up board morale throughout the year by planning social gatherings and leading teambuilding activities. In addition, the membership development committee will occasionally lead leadership activities. At the end of the year, the Membership Development Committee assists with YAR board recruitment.
  4. There shall be a Program Committee. The Program Committee is responsible for planning and coordinating special events (excluding fundraisers) that involve the entire YAR board. Examples include community service projects, celebrations, and award ceremonies.
- C. Committees meet as needed (typically once per month) and should report to the YAR Chair and / or the YAR Program Advisor(s)

## **IX. Grant Guidelines:**

- A. Projects must be: youth-designed, youth-led and completed with a summary report
- B. Youth are defined as ages 17 and younger
- C. Failure to return summary report may disqualify group from any future funding
- D. Funds cannot be used to purchase any capital items (i.e. equipment)
- E. Unused funds must be returned or redistributed for use in recognition
- F. Recipients of grants may not use grant money to discriminate on any basis
- G. Project must serve the Kenosha County community

## **X. AMENDMENTS**

- A. Any Amendments of the Bi-Laws must be approved by a two-thirds vote of the board.