

Naperville Youth Club

Committee Scope of Responsibilities

Executive Committee

Integrates major functions to operate as one team focused on NYC’s mission

Board Governance

- Act with full authority of the Board between Board meetings, subject to statutory and Board-imposed limitations.
- Oversee evaluations and updates to NYC’s purpose, vision, value proposition and long-term strategy in relation to current and future market conditions.
- Oversee creation and execution of annual business plans and monitor performance to those plans.
- Evaluate and redesign as necessary the org structure, governance documents, processes, and practices.
- Facilitate Board communication and collaboration. Ensure process and technology are optimal for teamwork.

Member Acquisition and Engagement

- Review the Board and committee composition and identify, recruit, and recommend candidates for membership.
- Facilitate board succession planning for officer and leadership positions.
- Oversee orientation, education, retention and self-assessment programs for members.
- Track and monitor individual director commitments (meeting attendance, dues, fundraising)
- Build a culture of equity, diversity, and inclusion.
- Keep Board alum stitched-in

Business Development

- Identify new business opportunities that enhances NYC’s ability to achieve strategic objectives.
- Evaluate, select, and prioritize which opportunities to pursue

Finance & Admin Committee

Optimizes the protection and utilization of NYC’s financial resources & assets

Finance & Accounting

- Lead cultivation of Board’s strategies for long-term financial sustainability.
- Work with NYC to identify budget needs and make recommendations regarding NYC’s annual budget.
- Manage financial transactions for NYC, including financial contributions, tuition payments, and employee payroll.
- Facilitate accurate bookkeeping, monitor operating cash flows, liquidity position, and performance against plans. Manage vendors for finance and accounting. Make recommendations on changing vendors when valuable.

Legal & Risk Management

- Lead Board oversight of legal matters, regulatory compliance, and legal developments.
- Complete government mandated audits and filings including tax and annual NFP report.
- Assist in engaging and communicating with outside counsel as needed. Lead Board through considering settlement, appeal, and other material litigation decisions.
- Obtain and maintain insurance policies needed for Board and NYC operation.
- Monitor Board and staff issues related to values, ethics, and conflicts of interest.

Business Systems & Analytics

- Maintain business systems used for NYC operations, including on/off boarding users.
- Maintain data security and privacy compliance.
- Manage vendors for business systems and analytics. Make recommendations on changing vendors when valuable.

Revenue Committee

Works to fulfill the financial needs of NYC through revenue generating actions

Fundraising

- Develop annual fundraising strategies and plans that include corporate and community funding.
- Identify, recruit, and inform the members and volunteers needed to support fundraising efforts.
- Monitor execution of fundraising plans, including performance against plans, cost effectiveness, and compliance with standards.

Grants

- Identify grant opportunities, track deadlines and documentation requirements
- Write and submit grant proposals and related supporting documents
Monitor progress toward outcomes required by awarded grants and work with the Program committee to ensure compliance.

Marketing Communications & PR

- Develop annual marketing plans and strategy for donor/customer retention, brand awareness and new business development.
- Oversee the development, implementation, and monitoring of integrated marketing campaigns and outreach activities that support NYC’s priorities.
- Develop story pitches and press releases for local media.
- Manage vendors for marketing communication and public relations. Make recommendations on changing vendors when valuable.

Program & Facilities Committee

Designs and delivers quality enrichment programs to youth and their families

Program Design, Evaluation & Delivery

- Develop, review and recommend changes to program design and operating plans
- Track and monitor impact from NYC’s collective programmatic efforts, and ensure they stay in compliance with funding, insurance, and legal requirements.
- Manage the performance goal setting and evaluation of the Program Director (PD).
- Provide a sounding board to the PD and serve as a source of ready advice.
- Obtain and evaluate relevant compensation information and make recommendations to the Board regarding staff compensation.
- Identity staffing needs and oversee recruitment, hiring, and orientation.
- Facilitate quality customer service for youth and their families as they matriculate through programs.

Safety & Security

- Review Safety & Security policies, facilities, incident reports and make recommendations to establish, enforce, and make improvements

Facilities, Equipment, & Transportation

- Recommend short- and long-term facility and transportation plans
- Ensure proper setup and maintenance of facilities and equipment
Manage vendors for facilities, transportation, and equipment. Make recommendations on changing vendors when valuable.