

Youth Empowerment Performance Project

Board of Directors Member Job Description

Job Title: Board of Directors Member

Stipend: Not a stipend position

Location Base: TBD

Reporting To: Board of Directors Co-Chairs

Election: Elected by the Board of Directors and Youth Advisory Board

Term: Minimum of 2 years term

YEPP's Mission

Youth Empowerment Performance Project (YEPP) strives to create a brave environment for lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) youth experiencing homelessness to explore their history, investigate new ways to address their struggles and celebrate their strengths through self development, leadership development and community development programming that incorporate art-expression forms.

YEPP uses harm reduction, social justice, transformative and restorative justice, trauma-informed, and education for liberation (Theatre of the Oppressed and popular education) frameworks to contain and guide the work. As part of the work, we provide resource advocacy around areas such as housing, employment, educational, legal and health services, transportation, food, and many others.

General Description

The Board of Directors is legally responsible for overseeing the organization and ensuring it serves the best interests of its shareholders (participants, staff, interns, volunteers).¹ Board

¹ Purpose is to ensure the organization is adhering to applicable laws, specifically in the state of Illinois and any federal requirements as well as the application and use of any allocated funds for the required or intended purpose. The BoD has a duty of care to ensure diligence in all decisions as each member has voting rights.

Members assist the organization in setting its goals and objectives, support and supervise the Executive and Artistic Director in performing their duties and responsibilities, and ensure that the organization has adequate resources to achieve effective operations.

Primary Tasks and Responsibilities:

1. Participating in a minimum of four (4) out of six (6) Board Meetings that occur on a yearly basis (66% attendance rate), in addition to meetings, agreed upon by the entire board, that are required to meet the necessities of the moment.
2. Staying informed about Board activities, including reviewing all Board meeting minutes and documents, and participating in votes.
3. Staying in timely communication with the Board and responding to emails and/or phone calls by the requested deadline.
4. Complete tasks assigned in a timely manner and deadlines discussed.
5. Participating in a minimum of one (1) out of the three (3) board committees (Governance Committee, Communications Committee or Fundraising Committee), and supporting the advancement of the committee goals.
6. Contributing and/or securing annual contributions of \$1,000 give/get.
7. Activate personal networks to relevant Board activities, including but not limited to: fundraisers, board vacancies, major performances, community events, and any other matters which may become relevant to Board activities.
8. Work in conjunction with other organizations' stakeholders on activities related to the organization's short and long-term strategic vision and planning.
9. Attend annual Board retreat and other professional development opportunities necessary to perform tasks and responsibilities at the organization.
10. Participate in restorative justice meetings as necessary to brainstorm, make decisions, address harm, resolve differences, and provide necessary resources.
11. Perform other responsibilities as requested by the Board Co-Chair(s).

Required Skills/Qualifications

1. Experience working with youth, people of color/indigenous people, queer, trans, non-binary and/or gender non-conforming people.
2. Foundational capacity to interpret financial statements, budgets, and key performance indicators to ensure fiscal health.
3. Proficient in Google Suite, as well as other typical applications such as Word, Outlook, and Excel.
4. Deal constructively with conflict, collaborate and compromise, and separate personal desires/goals from what will be best for the organization.
5. Build positive relationships while setting and respecting healthy boundaries.
6. Ability to stay curious, to accept constructive criticism, and demonstrate a desire to learn. This involves leaders listening with the intent to learn, explore, and understand, in order to be clear and direct.
7. Adapt their communication style and leadership approach to fit the team's needs.

Preferred Skills/Qualifications

1. Experience and/or aptitude working under the organization's values and frameworks, including: harm reduction, trauma-informed practices, transformative/restorative justice, social/racial/economic justice, and an understanding of one's own position and privilege.
2. Experience envisioning, crafting, executing, and assessing long-term strategies, particularly regarding innovation and transformation.
3. Knowledge of legal and regulatory frameworks to assess operational, legal, and reputational risks.

Additional Requirements:

All team members are expected to consistently act within the values and frameworks central to YEPP, and in keeping with the mission of YEPP. All team members must have an overall commitment to serving the participants of YEPP, and to contributing to a positive, respectful and accepting environment at YEPP.