Peninsula Family Service
NextGen Associate Board Charter

Mission

The Peninsula Family Service NextGen Associate Board strives to attract, engage and sustain the next generation of partners in advancing the mission of Peninsula Family Service through networking, fundraising, problem-solving and increasing awareness of our children, family and older adult services in the community.

Values

Through action, the NextGen Board will work to embody the values of Peninsula Family Service, " integrity, respect, compassion, diversity, teamwork and adaptability."

Responsibilities

The Peninsula Family Service NextGen Board will be given several responsibilities.

- Shall organize or partner with the PFS team on 2-4 fundraising / awareness events a year to increase PFS visibility among the Peninsula young professional community and drive recruitment efforts for the NextGen board
- Shall consult in marketing strategies geared towards the younger professional demographic
- Shall form and drive corporate connections and partnerships to bring in more resources as well as to further connect with the young professional demographic
- Shall consult in specialized PFS projects where their skill-sets provide value
- Shall help PFS drive toward more diverse and inclusive programming and events
- Continual research, consulting, feedback, recommendations and support aimed at targeting the NGC, knowing what's vitally important to the young professional demographic
- Serve as ambassadors for the organization

- Each member shall individually give or get $500 a year. This could be an individual donation, or fundraised.
- The NextGen Board shall additionally be responsible for fundraising $500 per NextGen board member through outreach and fundraising events

Expectations

1) Fundraising The fundraising committee shall be responsible for bringing in the target funds for the PFS NextGen Board.
2) Engagement & Events The engagement committee shall be responsible for increasing engagement with the NextGen target audience of younger professionals.
3) Project Committees Created as part of the annual operating manual based on the projects being targeted for the year. Each committee should have 3-5 members and a project lead.

Leadership

Leadership of the Peninsula Family Service NextGen Board will consist of a Chair a Vice Chair and Committee Chairs.

Chair

- Shall lead NextGen board meetings and set goals and agenda for each meeting
- Shall be an active participant in the PFS Board of Directors' Advancement Committee
- Shall present the NextGen board's projects and status at PFS Governing Board meetings
- Shall represent the NextGen board in PFS board meetings

Vice Chair

- In the absence of the Chair, shall lead NextGen board meetings and set goals and agenda for each meeting
- Shall be an active participant in the PFS Board of Directors' Advancement Committee
- In the absence of the Chair, shall present the NextGen board's projects and status at PFS board of directors meetings
- Shall fill-in for and optionally accompany the Chair to PFS board of directors meetings

Secretary

- Shall maintain official documentation for the PFS NextGen Board, including the Charter and Operating Manual
- Shall edit and proof-read all final documents produced by the PFS NextGen Board
- Shall take meeting minutes at PFS NextGen Board meetings and sharing with the team

Treasurer

- Shall work with the NextGen Board leadership to develop an annual operating budget
- Shall manage the NextGen Board's annual operating budget and finances
- Shall track fundraising targets and status

Committees

Fundraising

The fundraising committee shall be responsible for bringing in the target funds for the PFS NextGen Board.

- The fundraising committee shall have a chair that leads it
- The fundraising committee shall leverage donations, fundraising events, etc., in order to raise the agreed upon funds. They may partner with the engagement committee to drive these fundraising events.
- The fundraising committee shall be responsible for fundraising $500 per NextGen board member through outreach and fundraising events

Engagement / Events

The engagement committee shall be responsible for increasing engagement with the NextGen target audience of younger professionals

- The engagement committee shall organize a minimum of 2 events per calendar year
- The engagement committee shall research and explore other methods to drive engagement which can then be handed off to specific project committees.
- The goal of the engagement committee events shall be to increase awareness of and involvement with younger professionals and recruit for open positions on the NextGen board. These efforts shall be in coordination with the PFS Advancement Committee, and specifically lead by the Volunteer Coordinator through BetterImpact
- The engagement committee can also choose to work with the fundraising committee to tailor events to generate fundraising revenue

Project Committees

Created as part of the annual operating manual based on the projects being targeted for the year. Each committee should have 3-5 members and a project lead. Marketing investigations and other targeted projects would each have their own committee.

It's advisable that there are only 2-5 project committees per operating year such that there's sufficient members to participate in all of them.

Members

- There shall be a minimum of 10 NextGen board members including leadership when at full capacity for an operating year
- There shall be no more than 20 NextGen board members including leadership when at full capacity for an operating year
- Shall attend 75% of annual board meetings in person when possible, and remotely if necessary
- Shall be part of at least one NextGen board committee
- Shall be part of no more than 2 NextGen board committees

Benefits

- Impact - Make an impact in Peninsula Community by dedicating energy, creativity, and resources to aiding PFS in its goals. Formalize this impact in an official role within the organization.
- Mentorship Opportunity - Meet members of the PFS Board of Directors and network for possible mentorship support regarding NextGen Associate Board activities.
- Connect - Participate in PFS events, expanding network and connection to community
- Utilize Your Skills – This is an opportunity to use your specific skills and abilities to make a lasting impact on your local community.
- Grow - Cultivate personal and professional development through rewarding involvement in PFS. Experience allows for self-starters to initiate and execute creative new ideas and present to governing board of directors, as needed
    - Option to recognize “Up and Coming” leaders in Peninsula community annually or quarterly for excellence in fundraising or impact

Meetings and Logistics

- Members shall agree to represent PFS to next generation population with the primary goal of driving engagement in increasingly more meaningful and innovative ways
- Members shall expect and agree to a minimum of one year engagement at onset
- Members shall agree to 4-5 hours average per month plus additional hours for events and special occasions
- Members shall agree to a minimum of monthly meetings, except for the months of June, July and August, as well as remote check ins as needed with the understanding that task-forces or special initiatives may require more frequent meetings
- Meetings shall have the option of Zoom participation in meetings but may be required to attend events in person
- Members may schedule monthly meeting terms, times, locations, etc with a majority vote or as requested by the President with at least 10 days advance notice
- Members shall miss no more than two meetings in an operating year

Amendments and Vacancies

- If action plan remedy is not complied with within the specified time period, the member can be removed by a simple majority vote
- Amendments to existing bylaws, action plans, special interests or other endeavors shall be made in a two step process:
    - First, a simple majority vote by the PFS NextGen Board
    - Second, a formal proposal of the changes to the PFS Governing Board and CEO
    - If the PFS NextGen Board, PFS Governing Board and the Executive Team agree with the proposed changes, the amendment will be accepted and incorporated.
- Member vacancies by voluntary resignation may be filled with a simple majority vote. Remaining board members shall coordinate to seek position replacements