



**BOYS & GIRLS CLUBS
OF BLOOMINGTON-NORMAL**

BOARD OF DIRECTORS

Mission Statement

The driving force of a highly effective Boys & Girls Club is the Board of Directors, supported and complemented by competent, committed staff. A good board is a victory not a gift. Victory requires a planned approach to insure that the organization:

- Have clear direction, policy and decision making;
- Acquires the financial resources needed to fulfill the organization's mission;
- Employs quality professional leadership.

WHY A BOYS & GIRLS CLUB?

In every community, there are hundreds of boys and girls who are left to find their own recreation and companionship in the street, where they often group or gang and risk following the wrong leaders and becoming involved in serious trouble.

Everyone knows the youth explosion has resulted in less respect for adults, their rights and property. National statistics show the alarming increase in major crime youthful offenders.

Nevertheless, young people need responsible adult guidance. They need to know that someone cares about them and that there are knowledgeable adults to who can turn.

THE BOYS & GIRLS CLUB FILLS THIS NEED.

A Boys & Girls Club builds good citizens through everyday leadership and guidance in behavior and attitudes. Boys and girls of all nationalities, races and creeds are given the opportunity for wholesome recreation and companionship.

They are provided information on health and physical training, and encouraged to build physical fitness through a variety of interesting programs. They are urged to stay in school and are guided in vocational choices.

But most importantly, they are shown that someone cares and want them to become active and happy citizens of their city, state and nation.

WHAT IS EXPECTED OF A BOARD MEMBER?

That he or she...

- Has a real interest and belief in the purpose of the Boys & Girls Club.
- Participates actively. This may take many forms. It does not *always* include attendance at meetings, etc. (The estimated time for active Board participations is 3-6 hours monthly for Board meetings, committees, meetings with staff, etc. With leadership responsibilities, such as chairman of a committee, for example, add 2-4 hours per month.)
- Gives or secures financial support to the best of his or her ability.
- Fulfills committee responsibilities.
- Is an advocate for the Boys & Girls Club and the children it serves.
- Is familiar with the philosophy and direction of the organization.
- Knows the staff and program.

WHAT CAN YOU EXPECT FROM THE BOYS & GIRLS CLUB?

- The opportunity to meaningfully contribute to the betterment of today's youth.
- Association with other interested and respected citizens.
- A positive framework for effective involvements.
- Complete and quality information to make sound decisions.
- An opportunity for proper recognition for a job well done.

WHAT THE BOYS & GIRLS CLUB OFFERS

The Boys & Girls Club is a place to do things, a place where there are all kinds of recreational, instructional and social activities.

But it is more than this. Trained workers also provide guidance in helping boys and girls to:

- Discover their needs
- Nurture their talents
- Dissolve their prejudices
- Set their goals
- Enjoy their interests
- Broaden their viewpoints
- Resolve their conflicts
- Understand themselves

A BOYS & GIRLS CLUB IS UNIQUE

A Boys & Girls Club, to be different, must provide in its program a contribution to a boy and girls that is significant, but distinguishable, from what he or she gets elsewhere – in school, at home, in church, in other private agencies, or in public recreation.

Although individuals Boys & Girls Clubs vary in program, quality and services, depending upon their resources, there are certain characteristics that are common to all of them. The following make the Boys & Girls Club a unique organization:

- It is for boys and girls, meeting a need for developing positive peer relationships at an early age.
- It has full time, professional leadership, supplemented by part time workers and volunteers.
- No proof of good character or pledge is required. It helps and guides boys and girls who may be in danger of acquiring, or have had, bad habits and wrong attitudes, as well as boys and girls of good character.

- Any boy or girls can afford to belong. Membership dues are kept low so that the poorest as well as the least interested boy or girl can afford to belong on an equal basis with all other children.
- It is for all boys and girls. Boys and girls of all races, religions and color are eligible for membership.
- It is building centered. Activities are carried on in the warm, friendly atmosphere of buildings specifically designed for the conduct of Boys & Girls Club programs.
- It is nonsectarian.
- It has an open door policy. The Boys & Girls Club is open to all of its members at any time during its hours of operation.
- It has varied and diversified programs, utilizing three basic approaches: 1) individual services, 2) organized small group activities, and 3) drop-in and large group activities.
- It is guidance oriented. It emphasizes values inherent in the relationship between the boy/girl and his/her peers and the boy/girl and the adult leaders. It helps boys and girls to make appropriate and satisfying adjustments in their physical, educational, personal, social, emotional, vocational, and spiritual life. The distinctiveness of a Boys & Girls Club does not rest on any one of the above characteristics, but rather on a total combination of them all.

BOYS & GIRLS CLUB COMMITTEE STRUCTURE

A successfully functioning committee must have these ingredients:

1. A Specific Commission – This is a definite statement which describes clearly what the committee is to do.
2. An Effective Chair – The key to an effective committee is an effective chair. He/she is the one who sets the tone, pace and strategy for the committee. He/she must be thoroughly acquainted with the goals of the organization.
3. An Effective Staff – The key to an effective chair is an effective staff. He/she must work closely with his/her chair.
4. Committee members thoughtfully appointed.
5. Effective committee meetings.

Committees are one way of effectively involving board members in the decision-making process.

A basic Boys & Girls Club committee structure is as follows:

THE EXECUTIVE COMMITTEE

Consists of all officers plus chairs of “Standing Committees.” Standing Committees are:

I. Human Resources Committee

- A. To develop and review job descriptions
- B. To develop staff and evaluation programs
- C. To set compensation for staff
- D. To review and recommend benefits for staff: Group Life and Major Salary Continuance Program. (These are requirements for membership in B&GCA as of May, 1980..) Under this provision a Club must pay 50% of costs.
- E. To develop personnel manual
- F. To develop an Affirmative Action statement
- G. To design a plan for personnel development

II. Board Development/Nominating Committee

- A. To review all nominations for board membership
- B. To contact board members absent from three (3) consecutive board meetings
- C. To plan and implement annual meetings
- D. To conduct board orientation for all new board members
- E. To promote board member participation in Area Council meetings
- F. To develop a board profile in conjunction with board recruitment program
- G. To submit nominations for B&GCA national awards

III. Resource Development Committee

- A. To develop annual budget
- B. To coordinate plans for fundraising projects
- C. To establish and maintain relations with United Way
- D. To establish an endowment program
- E. To maintain satisfactory records and adequately safeguard funds

IV. Program Development Committee

- A. To develop major program areas for the year in conjunction with the Boys & Girls Club staff
- B. To evaluate the program with the staff to make sure it is consistent with organizational goals
- C. To review the cost of programs and activities
- D. To recommend new program areas
- E. To recommend Club hours of operation
- F. Ad Hoc Committees can be formed for football, basketball, and baseball. A member of the Program Committee should serve as a chair of the Ad Hoc Committees. Other members of these committees can be people other than board members.

V. Marketing & Communications Committee

- A. To develop and carry out a year-round marketing and public relations program using Boys & Girls Club of America material
- B. To plan and carry out Boys & Girls Club Week promotional activities
- C. To promote and publicize programs and special events
- D. To supply new items to all new media
- E. To make contact with local civic groups
- F. To develop a Boys & Girls Club slide program
- G. To make sure public relation concepts are consistent with philosophy and are accurate

VI. Property and Facilities Committee

- A. To inspect building and grounds regularly and develop a schedule for needed improvements and maintenance
- B. To develop a schedule for service to vehicles
- C. To develop a plan for replacing and repairing equipment at the Boys & Girls Club
- D. To review insurance on building and vehicles periodically
- E. To ensure Boys & Girls Club is meeting federal, state, and local laws