

**Y.E.S! Columbus Board of Directors**

YES! Columbus Board to consist of eight (8) members, including the following elected officers and appointed roles. All elected Board Members are required to complete Board Member application, and be voted on to the Board through majority vote.

1. Nominations for elected positions accepted from January 3 until January 10, 2018
2. Elections held January 12 through January 17 at 11:59 PM
3. Election results provided via Email on January 18 following election
4. New officials installed in immediately on January 1, 2018 with a transition with previous year’s leadership

**Elected Officers**

**Nominations + Application by 1/10/18, Elections 1/12-1/17**

**Announced 1/19/18**

President

Vice President

Treasurer

**Appointed Committee Chairs**

**Voted in By Elected Officers + Appointed to Committee Chair Roles**

**Application by 1/10/18**

**Announced 1/24/18**

Secretary

Communications

Program

Events

Development

**Members-at-Large**

**Voted in By Elected Officers. Application by 1/10/18**

**Announced 1/24/18**

One to Three (1-3) Members at Large

**STATEMENT OF EXPECTATIONS- BOARD MEMBERS, OFFICERS, AND COMMMITTEE CHAIRS**

**ALL MEMBERS AND COMMITTEE CHAIRS:**

* 1-Year Commitment
* Commit to the Mission and Goals of Dress for Success Columbus and YES!Columbus
* Develop strong knowledge of organization and its critical issues, including opportunities and challenges
* Ensures ethical and legal integrity and accountability of organization
* Attends minimum of 75% of regular Board meetings
* Commit the time necessary for leadership positions on the Board
* Work in collaboration with officers, committee chairs
* Dress a minimum of 1 client per year by attending a Saturday Suiting
* Cultivate and close at least one gift in-kind, community partner, or sponsor/year
* Purchase a minimum of 1 tickets for each YES! event

**OFFICERS- PRESIDENT, VICE PRESIDNET, TREASURER:**

* 1-Year minimum commitment
* Serve on YES board for one year prior to elected position
* Set the tone for the Board’s working together
* Attend 75% of all regular Board meetings
* Elected officials not to exceed 3 terms

**EXECUTIVE COMMITTEE-ELECTED OFFICIALS ROLES + RESPONSIBILITES**

**PRESIDENT**

* Serves as chief volunteer officer; leading and guiding the Board in governing the group
* Presides at Board meetings
* Ensures effective financial planning, controls and reporting with the Treasurer
* Accountable to the Dress For Success Columbus CEO
* Communicates with Dress For Success Columbus CEO and Dress Board YES liaison as needed to ensure alignment of YES and Dress Board/missions
* Leads YES Membership recruitment/retention
* Leads Membership communication
* Spearheads YES volunteerism efforts
* Appoints Committee Chairs in collaboration with Vice President and Treasurer
* Serves as Immediate Past President for one year after term complete

**VICE PRESIDENT**

* Understands responsibilities of President and is able to perform these duties in President’s absence
* Carries out special assignments as requested by President.
* Assists President with new member recruitment and maintains membership directory.
* Assist President with management of YES! Columbus inbox
* Manages annual Board election process
* Drives the research and organization of our grant opportunities and applications

**TREASURER**

* Ensures sound financial planning controls and reporting to the organization
* Manages the organization’s budget and helps members understand the role of finance in the organization as a key player in planning events
* Partners with fellow board members and Dress For Success staff to ensure all organizational expenses are paid, controlled and managed

**APPOINTED COMMITTEE GUIDELINES- ROLES + RESPONSIBILITES**

**SECRETARY**

* Takes thorough minutes at each board meeting and emails these minutes to the board within 24 hours of each meeting
* Works with Board Vice-President to maintain membership directory and welcome new members within 2 weeks of application

**COMMUNICATIONS**

* Participate in the overall marketing and PR of the agency.
* Assists with all marketing outreach as it relates to special events
* Provides ongoing marketing and public relations support
* Oversees all social media sites (FaceBook, Twitter, LinkedIn, website), makes recommendations and handles updates as needed
* Sends email communications to membership roster as needed

**PROGRAMS**

* The Program Chair secures opportunities and hosts events for YES! Member Professional Development
* Establishes relationships in the community with organizations to partner/host Professional Development opportunities for YES! Membership
* Hosts quarterly “DFS After Hours”, where YES!Columbus members help clean, sort, and do administrative tasks at the boutique
* Coordinates quarterly Saturday Suitings

**EVENTS**

* Plans and executes all fundraising / friend raising events outside of program.
* Plan engaging fund/friend raising events
* 1-2 events per quarter, with one major fundraiser per year
* Overall fundraising goal: $5,000

**DEVELOPMENT**

Participate in Direct Fundraising-

* + Take a leadership role in cultivation, stewardship, and solicitation of gifts.
  + Bring recommendations to the Board of policies and strategies formed
  + Report, between meetings as necessary, to the Board on the progress, to seek guidance and provide updates
  + Host a “YES!Columbus” giving campaign

Participate in In-Kind Fundraising-

* + Take a leadership role in cultivation, stewardship, and solicitation of gifts.
  + Provide guidance and expertise on all current and new fundraising strategies.
  + Coordinate with membership for a “YES!Columbus” donation drive