

The New Mexico Forum for Youth in Community

Purpose and Responsibilities

Purpose of position/terms of office:

The New Mexico Forum for Youth in Community (NMFYC) Board of Directors is responsible for providing overall guidance to the Forum relating to, but not limited to the following:

- Setting agency policy
- Providing organizational leadership and focus
- Insuring that the mission/purpose of the Forum is organized, implemented and achieved
- Monitoring and insuring proper fiscal management
- Promoting the Forum

Key areas of responsibility:

Accountability – prepare for and attend board and committee meetings. Understand the mission of the Forum, and commit to helping the Forum accomplish its goals.

Advocacy—support Forums’s strategic plan and policy agenda

Committee Membership – Actively participate on one of the Forum’s Standing Committees.

Financial – Approve and monitor the Forum’s finances.

Fund Raising – Assist in all fund raising activities and identify potential donors.

Policy Administration – Ensure that the Forum operates within its adopted bylaws and recommended policies that determine the purpose, governing principles, functions and activities of the Forum.

Public and Community Relations – Contribute to the development of the Forum through public and community relations, promoting the Forum as a vital aspect of the community.

Strategic Planning – Develop and maintain an ongoing understanding of the Forum’s needs and participate in strategic planning meetings to meet these needs.

The New Mexico Forum for Youth in Community

Board of Directors Description

Purpose

Strategic planning
Policies and procedures
Finances

Composition

The Board of Directors shall consist of between 13 and 15 members

The Executive Committee shall be composed of the following positions:

Chairperson
1st Vice Chairperson
2nd Vice Chairperson
Secretary
Treasurer

Meetings*

The Board of Directors meet 6 times per year: Committees meet on as-needed basis.

Specific Responsibilities

To establish policy
To assure that financial standards and obligations are met
To hire and evaluate the Executive Director

*Board may meet more or less often depending on Board action and Forum developments.

The New Mexico Forum for Youth in Community

Board of Directors Candidate Acknowledgment

1. I have reviewed the Board of Directors description and responsibilities for the New Mexico Forum for Youth in Community and I am willing to be nominated ____ (Y) ____ (N).

2. I feel that I could contribute to the Board in one or more of the following ways:
(please check all that apply)

- As a visible proponent within the community
- As a visible proponent within my company/business/organization(s) and sphere of influence
- By providing experience and leadership to the committees such as fund raising, public relations, program and membership
- Other (please list specific skills or expertise)

Town/City or Area of the state I would represent: _____

I have strong relationship/s with the following:

The New Mexico Forum for Youth in Community
Board of Directors Application

Personal Information

Name: _____

Occupation/Title: _____

Work Address: _____

Work Phone: _____

Home Address: _____

Home Phone: _____

E-Mail Address: _____

Fax Number: _____

Cell Number: _____

Biographical Information (optional):

Ethnicity: _____

Race: _____

Age: _____

Professional Background

What education, skills and/or experience can you contribute to the Board of Directors?
(please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Accounting /Finance | <input type="checkbox"/> Media/Marketing/Public Relations |
| <input type="checkbox"/> Lobbying/Advocacy | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Education | <input type="checkbox"/> Policy Analysis |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Fund Development |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Grassroots/Rural Program Devel. |
| <input type="checkbox"/> Intermediaries | |

Your Ability To Serve

1. Can you regularly attend board meetings? Yes ___ No ___
 2. Are you willing to serve on standing Committees? Yes ___ No ___
 3. Will you attend training sessions and/or board/staff retreats? Yes ___ No ___
 4. How many hours per month, in addition to board meetings, are you able to serve the Forum? _____
-

Prior Experience

Please list other Boards you are currently serving or have served on:

Agency Name	Time Served	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please describe your volunteer experience, specifically noting positive youth development efforts and work with non profits and/or intermediaries.

Your Views On Our Organization

What is your interest in the New Mexico Forum for Youth in Community?

Please write a brief statement of your understanding of the Forum and the Forum's mission.

References: (please list names, associations, addresses and phone numbers)

1. _____
2. _____
3. _____

Please attach of copy of your resume, curriculum vitae or biographical sketch.

Signature

Date

The New Mexico Forum for Youth in Community

Director's Personal Commitment to Serve

I understand the Board of Directors of the New Mexico Forum for Youth in Community can only be successful in meeting its goals if all members are fully committed.

I have agreed to be nominated as a Director with the intention of being actively involved with the New Mexico Forum for Youth in Community. In addition to the general responsibilities of Board membership, I understand the importance of personal commitment to this role. Therefore:

1. I understand, and will support, the mission of the New Mexico Forum for Youth in Community
2. I will take a global view of matters coming before the Board and act in the best interest of the Forum.
3. I will attend committee meetings, Board meetings and annual meetings, making advance arrangement on my calendar to avoid conflicts. I understand that three absences within one year will be cause for my removal from the Board of Directors.
4. I will prepare for each Board meeting by reading all materials presented in advance and actively participate in discussion and decisions.
5. I will carry out my fiscal responsibility through a complete understanding of, and participation in, the budget review process.
6. I will accept committee appointments and provide time for effective participation.
7. I will accept assignments for special projects.
8. I will avoid any conflict of interest or any appearance of such and will annually complete and sign the conflict of interest form. (attached)
9. I will work within my sphere of influence to further the goals of the Forum and will promote and protect the organization's image at all times.

I make this pledge to the New Mexico Forum for Youth in Community with the intention of being a fully committed member of the Board of Directors.

Signature

Typed or Printed Name

Date

Telephone Number

The New Mexico Forum for Youth in Community Conflict of Interest Statement

This statement is to be read and signed annually by all members of the Board of Directors of the New Mexico Forum for Youth in Community. It is prudent that duality of interest be identified by each director and that any potential conflict of interest, real or perceived, be avoided through established Board procedures. Each Board member acknowledges and agrees to the following:

1. Any potential direct conflict of interest on the part of any director, or director nominee, shall be disclosed in writing to the board whether said potential conflict exists at the time of the execution of this statement or at any future time when such a duality of interest first occurs.
2. All instances of possible direct conflict of interest of any nature shall be reported to the Board of Directors in writing.
3. In any manner coming before the Board in which a director has a direct conflict of interest, the director shall disclose such interest and refrain from any vote taken on such matter. Moreover, the person having a conflict shall retire from the room in which the Board or committee is meeting, and shall not participate in the final deliberation or decision regarding the matter under consideration.
4. The Forum shall not engage in any relationship involving the payment of monies to any individual or firm in which duality of interest of a director is involved, except as hereinafter provided.
5. In those instances in which the product or service provided by an individual or firm in which a director may have an interest meets any of the following criteria, the Board of Directors may authorize the Forum to enter a relationship without prejudice to the director(s) involved.
 - A. Where the product of service is provided by a firm which is the sole provider for such service, such as a telephone service or electrical service.
 - B. Where the product or service is of unique nature involving a specific item or service such as a particular piece of equipment not available from others.
 - C. Where the product or service is of an inconsequential nature such as the placement on newspaper advertisements, purchase of supplies less than \$500.00 annual volume, etc.
 - D. Where there are unusual and compelling advantages to the Forum to purchase product or services from and individual or firm in which a duality of interest by a director exists, the determination of such advantages would require specific approval from the Board of Directors.

6. That each director, upon request of the Board of Directors, report annually in writing, on forms to be developed, the existence of any major financial interest that they or members of their immediate families may have in any firm that, to their knowledge, might provide goods or services to the Forum. A major financial interest is defined as the ownership of more than 10% of the stock of a corporation, or being a partner of the firm, or service as a director or executive employee of the firm.
7. That all reports of major financial interest be presented to the Executive Committee of the Board of Directors and made a confidential part of the permanent records of the Forum.
8. The Executive Committee shall consider all reports of possible duality of interest and major financial interest. The Committee shall make recommendations to the Board of Directors concerning each instance of duality of interest and major financial interest as to the nature and extent of the duality represented and as to whether or not such duality of interest makes the director's service or potential service on the Board of Directors in conflict with the hereinbefore stated provisions relating to conflict of interest.
9. That any director or director nominee who foresees the possibility of a future conflict of interest may request advance consideration of the matter by the Executive Committee. The Committee shall consider the matter and report its findings and recommendation to the Board of Directors.
10. That the Board of Directors shall consider all recommendations made by the Executive Committee and shall make the final determination of whether or not the duality of interest makes the Director's service on the Board of Directors in conflict with this policy.

I Acknowledge and Agree to the Foregoing

Signature

Typed or Printed Name

Date

Board of Directors Candidate Application and Acknowledgement



These forms should be completed by each director nominee. The completed forms, along with supportive documents should be submitted to the New Mexico Forum for Youth in Community office: 924 Park Avenue SW Ste D, Albuquerque, NM 87102.