



## **Massachusetts Youth Leadership Foundation**

### **Member of the Board of Directors Job Description and Expectations 2019-2020**

#### **Secretary**

##### Description

- As a member of the Board of Directors, the Secretary will serve in a horizontal capacity, supporting correspondences between the Executives and board members, ensuring safety and accuracy of all board records, and evangelizing the board's top priorities as discussed in meetings.

##### Responsibilities

- Attend all board meetings
- Review board minutes
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Provide notice of meetings of the board and/or of a committee when such notice is required
- Takes minutes of every board meeting and posts to board website afterwards
- Organizes and maintains board Google documents and internal board webpage, with Dir. of Technology
- Write thank you letters on behalf of the board
- Responsible for board thank you letters and correspondence
- Develop and manage Annual Report and Guidebook for board and external stakeholders
- Maintain contact information for board and CPC members, parents, alumni, volunteers, resources, speakers, donors, etc.
- Maintain communication with Secretary of State/Commonwealth of Massachusetts



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#### **Director of Development**

##### Description

- As a member of the Board of Directors, the Director of Development will spearhead development efforts as the Massachusetts Youth Leadership Foundation continues to grow, partnering with parents, sponsors, donors, and vendors to obtain resources for the MYL Foundation.

##### Responsibilities

- Attend all board meetings
- Develop and execute MYL's annual fundraising plan
- Secure financial support from parents, alumni, foundations and corporations
- Develop, cultivate and maintain ongoing relationships with major partners - including General Federation of Women's Clubs of Massachusetts (GFWCMA) and Lasell University.
- Create and execute a strategy for a sustained base of annual individual donors
- Develop and track proposals and reports for all foundation and corporate fundraising
- Manage Parents Program and represent the Board of Directors in a presentation to parents during the annual MassSTAR Conference
- Collaborate with the Alumni Relations Liaison to execute the first survey of all alumni to collect data used for proposals for foundation and corporate fundraising
- Work in partnership with the Finance Director to monitor the budget and progress of short- and long- term fundraising goals
- Assist in coordinating media and public relations outreach and opportunities
- Organize and execute Winter Fundraiser
- Build/Oversee a development subcommittee or ad hoc project group as appropriate