

Kenosha County Youth As Resources



Board Manual

Updated July 2009



Kenosha County YAR Board Manual



Welcome

Welcome to Youth As Resources. You have become a part of a growing movement that is recognizing young people for their tremendous potential to positively influence the world around them.

Youth As Resources (YAR) is a grant giving organization that helps youth groups in Kenosha County to plan and implement meaningful community service and service-learning projects. By involving youth in their communities, YAR not only empowers young people to be active and engaged citizens, but it strengthens the communities of Kenosha County.

By joining Youth As Resources, you are dedicating yourself to the goals and ideals of Youth As Resources.

This manual is intended to help you understand how YAR works and to provide valuable board member resources throughout the year. Congratulations and thank you for making this commitment to yourself and your community!

History of Youth As Resources

Youth As Resources began as a project of the National Crime Prevention Council in 1987 with funding from the Lily Endowment, Inc. Since 1987, Youth As Resources programs have formed all over the United States and even abroad.

In 2004, Kenosha County Youth As Resources was established as a partnership between the Kenosha County UW-Extension and the United Way of Kenosha County, in response to a 2002 Search Institute study citing that only 23% of youth perceived that “adults in the community value youth,” and only 26% felt that youth are “given useful roles in their community.”

Since that time, Kenosha County Youth As Resources has worked to combat these findings, and help youth feel that they can be valuable resources in their communities. As of June 2009, the Kenosha County Youth As Resources Program provided grant funds totaling over \$17,000 to 50 youth-led service projects!

Website

Please visit our website for schedule updates, annual reports and additional information about the Youth As Resources Program: <http://kenosha.uwex.edu/4h/YAR.html>



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Overview

The YAR Board of Directors (herein after referred to as the YAR Board) is a group of youth and adults that meets regularly to sustain the Youth As Resources Program. The YAR board is responsible for everything ranging from fundraising and recruitment, to publicity, administration, outreach and much more.

Central to the YAR board's activities are awarding Youth-led Service Grants to youth groups in Kenosha County and encouraging board members to develop valuable leadership skills.

In order to ensure that there is a balance between encouraging mentorship and promoting strong youth voice, Youth As Resources maintains a board of directors that is made up of roughly 50% youth and 50% adults.

In addition, the typical YAR board should comprise no more than 28 YAR Board members:

- 14 youth (grades 6-12)
- 7 young adults (ages 18-25)
- 7 adults (ages 26 and over)

YAR Board Officers

Executive Board officers have very specialized roles which ensure the successful operation of the YAR Board and all of its projects. Board officers are elected to one-year terms and may run for multiple terms. A board member wishing to run for a particular office should read over the responsibilities of that position and be prepared to explain why he/she would be a good person for that position.

Board President (Youth)

- ◆ Leads the board meetings
- ◆ Helps to prepare the meeting's agenda with the Vice President prior to the meeting
- ◆ Responsible for making sure that all members are actively participating
- ◆ May be called upon to represent the YAR board at various community events

Board Vice President (Youth or Adult)



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- ◆ Assists the Board President
- ◆ Fulfills the duties of the President if they are absent
- ◆ New member recruitment and orientation
- ◆ May be called upon to represent the YAR Board at various community events

Secretary (Youth)

- ◆ Takes minutes which are submitted to the YAR coordinator before the next meeting
- ◆ Will take roll-call at the start of all meetings
- ◆ Secretary coordinates correspondence with the media

Treasurer (Youth)

- ◆ Responsible for reporting on keeping accurate records on all YAR funds available for a given year.
- ◆ Responsible for distributing voting dots at each YAR board granting meeting.
- ◆ Responsible for all voting records

Parliamentarian (Adult)

- ◆ Ensures Robert's Rules of Order are adhered to at all official meetings.
- ◆ Ensures Bi-laws of YAR are adhered to at all official meetings.

Advisory Committee

- ◆ Will be comprised of directors of both United Way of Kenosha County and Kenosha County University of Wisconsin-Extension, as well as other various support staff (i.e., lawyers, bank representatives, endowment board members).
- ◆ Will act in an advisory capacity and will serve as a liaison officer between the YAR Board; the host agency, Kenosha County UW-Extension; the fiscal agent, Kenosha County United Way and the Advisory Committee
- ◆ Will provide program oversight and review, assisting in the coordination of meetings and trainings, as well as recruitment efforts, when needed
- ◆ Will provide oversight to YAR budget, and report to YAR board regularly



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YAR Board of Directors Meeting

The Youth As Resources meetings are arranged in a way to create rituals and traditions within the organization. When these rituals and traditions are established it builds an environment that is conducive to youth participation in an efficient manner.

For example, after the project presentations are over the board goes into a closed session. During that closed session discussion about the presentations takes place followed by voting. The voting process begins with the youngest board member first and moves up to the adult board members. This ritual enhances youth participation and ownership.

Below is an example agenda that is given out at the beginning of the YAR board meeting.

Sample Agenda

1. Call the meeting to order: _____
2. Pledge of Allegiance: _____
3. YAR pledge: _____
4. Roll Call
 - The secretary calls roll, each name is said out loud.
5. Secretaries report
 - Motion: _____
 - Second: _____
 - Discussion
 - Vote
6. Announcements and Committee reports
 - This is the time when general announcements can be made.
 - The Committee reports consist of: Membership Development, Outreach, Fundraising, Program and Executive Committees.
7. Grant presentations (open session)
 - Order of groups
 - Officers step down and sit with the members
 - Who is timing the groups: _____
 - Dismissal
8. Grant Discussion (closed session)
 - The board moves to a closed session, where they break into small groups. Discussion lasts for about 10 minutes. After discussion there is a report back with one positive and one negative about each presentation. After the report



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back the board is given a choice to add anything else to the discussion that might not have been said before.

9. Voting on Grant Presentations

- To ensure maximum youth voice in decision making, the following voting procedures have been developed.
- Using a nominal group process the voting begins after large group grant discussion.
- Each board member is given an equal amount of dots. The dots represent \$10.00 each.
- The amount of dots that are divided out are either the total amount of money requested by the grantees or the total amount available in the grant cycle.
- Voting commences with the youngest board member going first and then moving up through the list ending with the adults.
- Members arriving late may participate in discussion but not in the voting process.

10. Approval of funds

- After the voting is completed the dots are added and then there has to be a simple majority vote to approve the funds that were given to each organization
- Motion: _____
- Second: _____
- Vote: _____

11. Adjournment

- Motion: _____
- Second: _____
- Discussion: _____
- Vote: _____



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Kenosha County Youth As Resources By-Laws

I. NAME

- A. This organization shall be known as Kenosha County Youth As Resources.

II. PARTNERS

- A. Kenosha County Youth As Resources is a program of Kenosha County UW-Extension.
- B. Fiscal agent of Kenosha County Youth As Resources is the Kenosha County United Way.

III. MISSION

- A. Through grant-making, Kenosha County Youth As Resources empowers youth to design & implement projects that meet community needs.

IV. BOARD MEMBERSHIP

- A. Youth As Resources does not discriminate against anyone for reasons of race, color, gender/sex, gender identity, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record or veteran status.
- B. A background check is required of all adult members joining the YAR board as a result of the close working relationship with youth
- C. Board members of Youth As Resources:
 - 1. Will be selected based on experience, interest, and commitment to the Youth As Resources philosophy and the Kenosha County community. Members will reflect the geographic, ethnic, professional and economic diversity of the Kenosha County community.
 - 2. The Board will consist of no more than 28 persons. The Board should be at least 50% youth and 50% adults to sustain a youth-adult partnership.
 - 3. Youth members are defined as ages high school seniors and younger. Adult members are classified as ages high school graduates (18 years of age and older).



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4. Members of all ages must demonstrate a strong desire to participate, an overall good attitude, as well as high levels of reliability, strong attendance and show a willingness to work.
5. Board members are required to attend at least one YAR service project per year (one in fall and one in spring).
6. The YAR year will run from September through May

V. ELECTION AND REMOVAL OF OFFICERS

- A. Board officers will be elected in May, unless extenuating circumstances occur. In the case of elections not taking place in May, elections will be rescheduled at the discretion of the YAR board.
- B. Board officers may be removed by a simple majority vote if the officer fails to fulfill the duties of their office.
- C. Vacancies during the year will be filled by Presidential appointment.

VI. MEETINGS AND ATTENDANCE

- A. Official Board meetings are held on the third Tuesday of the month from 5:00 pm – 6:30 pm at the Kenosha County Administrative Building (KCAB) in the County Board Chambers (3rd Floor).
- B. Members are expected to attend all board meetings. The secretary will keep accounts of attendance for each meeting and report to the board if extensive absences occur. In the event a member misses several meetings without explanation and is not participating in an active form outside board meetings, removal of said member is at the discretion of the board as a whole.
- C. Voting on Grant Presentations
 - To ensure maximum youth voice in decision making, the following voting procedures have been developed.
 - Using a nominal group process the voting beings after large group grant discussion.
 - Each board member is given an equal amount of dots. The dots represent \$10.00 each. In the event of an uneven number of dots per member, surplus dots will be distributed one at a time beginning with the youngest member until all dots are distributed.
 - The amount of dots that are divided out are either the total amount of money requested by the grantees or the total amount available in the grant cycle.
 - Voting commences with the youngest board member going first and then moving up through the list ending with the adults.



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VII. Grant Guidelines:

- A. Projects must be: youth-designed, youth-led, and presented by youth. Projects must be completed with a summary report and a project book.
- B. Youth are defined as high school seniors or younger
- C. Failure to return summary report and/or project book may disqualify group from any future funding
- D. Usage of funds can be restricted by the YAR board on a case-by-case basis
- E. Unused funds must be returned by the service group to YAR board upon completion of their service project
- F. Recipients of grants may not use grant money to discriminate on any basis
- G. Projects must serve the Kenosha County community
- H. Groups may apply for grants numerous times providing they can prove there is an ongoing need for their service project in the community. However, reapplication does not guarantee additional grant funds or funds equivalent to original funds granted.

VIII. Leonard R. Johnson Award

- A. Service groups that receive YAR grants and complete their service project during each YAR year are eligible for the Leonard Johnson Award.
- B. If a group completes their project in a year different from the year they received grant funds, they are eligible for the award during the year of project completion.
- C. Criteria for the award include: Leadership, Citizenship, and Community Service.
- D. Board members will vote on 3 groups or individuals who meet the above criteria and then forward those three on to Mrs. Pat Johnson, wife of the late Leonard Johnson, to decide the official winner(s) of the Leonard R. Johnson Award.

IX. AMENDMENTS

- A. Any Amendments of the Bi-Laws must be approved by a two-thirds vote of the board.