



URBANPROMISE TRENTON BOARD OF DIRECTORS INFORMATION AND EXPECTATIONS

Mission Statement

UrbanPromise Trenton's mission is to equip children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and Christian leadership

Board members serve as fiduciary agents who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as making sure the nonprofit has adequate resources to advance its mission. When there are paid staff in place, rather than steer the boat by managing day-to-day operations, board members provide foresight and insight. And yes, Board members are fundraisers too!

How does this all work at UPT? We have set down some board expectations for your review. We realize that for a Board member to enjoy their role and serve as an *engaged* ambassador for UPT and the children and families we serve, it is helpful to clarify the role of board members. Accountability, transparency and active participation are guidelines that allow for inclusivity, efficiency, and consensus-based decisions- in short: healthy non-profit governance.

Board Expectations

As a Member of the Board of Directors of UrbanPromise Trenton (UPT)

1. Board terms are for three (3) years, unless otherwise agreed or in exceptional circumstances. You may be asked to renew my commitment for a further three (3) years but will have to step down from the Board after a total of six (6) years. Board members are expected to take seriously the legal, fiscal, and ethical responsibilities that being a member of the Board carries. The Board has four officers: Chair, Vice-Chair, Treasurer and Secretary. The Chair serves a one (1) year term unless otherwise agreed or in exceptional circumstances.
2. We encourage Board members to work well with all other members of the Board. Once Board consensus is reached on a policy or program, we expect that all will be openly supportive even if they disagreed during the approval process.
3. The Board of Directors is a fund raising board. We expect Board members to be involved in raising funds, and along with the ED and make a financial contribution to UPT's annual operating needs. Each board member should ensure that UPT is one of the top three organizations you support philanthropically. (Note: This will vary by type of board member).
4. The Board of Directors is an advisory Board to the Executive Director (ED). While this may involve discussions, guidance, and rulings regarding policy, the ED has the primary authority to implement such policy, and is responsible for the day to day running of UPT and will report to the Leadership Committee

on a regular basis. Major issues or changes sought by the Board, such as a change to governance or vision for UPT will be submitted to the Leadership Committee for approval.

5. Board members serve as purposeful stewards of the UP budget. Primary responsibility for the budget, including spending and donor care, is the job of ED.
6. As a interested and engaged Board member, you must agree to be an active participant in at least two of the following areas:
 - Finances – Actively assist the ED in raising the funds necessary for the operation of UPT.
 - Time –
 - The Board of Directors meet six (6) times a year, typically September, November, December, February, April and June, and typically the third Thursday of the month from 6:30pm-8:00pm at Trinity Cathedral, 801 West State Street, Trenton, NJ 08618
 - Actively assist the ED in raising awareness about UPT and in building contacts within our communities for the purpose of fund-raising and volunteer recruitment.
 - Make all reasonable efforts to attend both regular meetings of the Board each year, as well as all of the meetings of any committee of which you are a member.
 - Call or email the ED as far in advance as possible when not able to attend a meeting.
 - Unexcused non-attendance of meetings may result in dismissal from the Board.
 - Stay well informed about the business of UPT by carefully reading everything that Board or staff members submits to you, by mail, email and at meetings. Respond to emails from other Board members and staff within five (5) business days
 - Expertise – Based on your personal and professional skills and experience, you will actively share expertise necessary for the operation of UPT.
7. You may be expected to participate on a standing or ad hoc board committee that suits your particular strengths and area of interest such as:
 - Leadership Committee (Finances, Legal, Organizational Strategy)
 - Development & Public Relations Committee
 - Finance Committee
 - Board Building (Recruit Board members, help plan informational events)
8. Make all reasonable efforts to attend and contribute to all fund-raising strategies and events in my local area, through personal contributions and/or by generating support from friends and other contacts.
9. **Pray regularly for the work of UPT and for the staff and the Board- and the children and families we serve.**
10. Be goodwill ambassador and spokesperson for UPT and its programs and intentionally look for opportunities to share the work of UPT within your sphere of influence.