



BOARD INFORMATION & EXPECTATIONS

Mission Statement:

UrbanPromise Trenton believes in the power of opportunity. We provide Trenton's youth and teens with a chance to believe in and build a positive future by providing them with the skills necessary for academic achievement, life management, spiritual growth, and Christian leadership.

Core Values:

Community, Respect & Compassion, Spiritual Growth, Diversity & Inclusion, Teamwork, Creativity, and Program Quality

We collaborate actively as a board to identify and address key opportunities and issues, using our collective expertise to inform the best possible strategy for UrbanPromise Trenton. But we are also a working board, actively taking on board projects and participating in community service activities. We aim for your board service to engage both your professional skills and the deepest part of your personal commitment to improving our community.

UrbanPromise Trenton Board members have a fiduciary responsibility to steer UrbanPromise Trenton ("UPT") towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as making sure that UPT has adequate resources to advance its mission. When paid staff are in place, board members provide foresight and insight, and contribute to standing and ad hoc committees to advance the mission of UPT rather than steering the boat by managing day-to-day operations. And yes, board members are fundraisers too!

How does this all work at UPT? As in all our work at UrbanPromise Trenton, the Board aims to collaborate in a way that creates energy, goodwill, and positive results. 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.

1. Board terms are for two (2) years, unless otherwise agreed or in exceptional circumstances. You may be asked to renew your commitment for an additional two (2) terms 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: President, Vice-President, Treasurer, and Secretary. The President serves a one (2) year term unless otherwise agreed upon or in exceptional circumstances.
2. We encourage board members to work well with all other board members. 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 Trustees is a fundraising board. We expect board members to be involved in raising funds along with the Executive Director ("ED") and contribute financially to UPT's annual operating needs.

We request that all board members designate UPT as one of the top three organizations they support philanthropically. As part of that commitment, Board members are expected to “give or get” an annual amount of no less than \$1000.00, whether in monetary or in-kind donations given or obtained.

4. The Board of Trustees is an advisory board to the Executive Director. While this may involve discussions, guidance, and rulings regarding policy, the ED has the primary authority to implement such policy. The ED 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. ED has primary responsibility for the budget, including spending and donor care.
6. As an interested and engaged board member, you must agree to be an active participant in the following areas:
 - Finances – Actively assist the ED in raising the funds necessary for the operation of UPT.
 - Time:
 1. The Board of Trustees meets six (6) times per year, and the Executive Committee meets when needed, based on mutually agreed upon dates. Board meeting dates are typically September, October, December, February, March, April and June (this is UPT’s stated meeting as required by law). We expect that all board members will attend at least 75% of regularly scheduled meetings each year, as well as the meetings of any committee of which you are a member.
 2. 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.
 3. 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.
 4. 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 three (3) business days.
 5. Expertise – Based on your personal and professional skills and experience, you will actively share expertise necessary for the operation of UPT.
 - You will be expected to participate on a standing or ad hoc board committee that suits your strengths and area of interest, such as:
 - Executive/Leadership Committee
 - Finance Committee
 - Fundraising & Public Relations Committee
 - Ad hoc Committees for Strategic Initiatives
 - Board Building (Recruit Board members, help plan informational events)
7. Make all reasonable efforts to attend and contribute to all fundraising strategies and events in your/our local area, through personal contributions and/or by generating support from friends and other contacts.
8. We are always seeking new participants in our organization and new candidates for board service. Please play an active role in identifying and recruiting board members each year.
9. Pray regularly for the work of UPT, the staff, the board, and the children and families we serve.
10. Be a 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.