

Fairbanks Youth Advocates Board

Board Responsibilities

Because the conduct of the board has a direct impact on public and constituent perceptions about the organization, board members must maintain high credibility and active engagement. To meet that commitment, board members are expected to:

1. Commit to and serve on the board for a minimum 3-year term.
2. Understand roles and responsibilities and become sufficiently knowledgeable about the organization and its operations to make informed decisions.
3. Engage in ongoing planning activities as necessary to determine the mission of the organization and its strategic direction, to define specific goals and objectives related to the mission, and to evaluate the success of the organization's services toward achieving the mission.
4. Accurately represent the organization's mission and goals to the community in accordance with the written bylaws and mission statement.
5. Communicate via email and through the Board website in a timely manner.
6. Approve written policies for effective, efficient, cost-effective organizational operation and establish procedures governing the work and actions of the organizations employees and volunteers.
7. Annually approve the organization's budget and assess the organization's financial performance in relation to the budget at least four times per year.
8. Actively participate in the fundraising process through a personally meaningful contribution, and engage in other fundraising efforts.
9. The board will hire, set the compensation for, and provide an annual review of the Executive Director and Clinical Director in accordance with their respective job descriptions.
10. Assume one of the officer positions or chair/participate on at least one committee (e.g. Website, Property Management, Fundraising, Board Development)
11. Attend and actively participate in all of the board's meetings, and notify the board president of anticipated absence. Review necessary documents, information, minutes, and decisions prior to--and if absent--from the meeting.
12. Act only with the full board, not individually unless authorized to do so. Representation of the organization to media inquiries are to be performed by the President, Vice President and Executive Director only.
13. Act to support Executive Director performance in accordance with Executive Job Description and Limitations.
14. Avoid conflicts of interest, declaring any conflict to the rest of board.
15. Service on FYA Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members' duties.

Board Members' Code of Ethics

The Board expects of itself, as a whole and of its members, ethical and professional conduct while carrying out its duties and responsibilities under applicable provisions of local, state, and federal laws. The governing board shall:

1. Recognize that its strength and effectiveness as a board is found collectively, not as a group of individuals.
2. Delegate administrative authority to the Executive Director and confine board action to planning, policy development, and other legal responsibilities.
3. Provide sufficient opportunities for open, respectful, and honest communication with the community.
4. Work with fellow board members in a spirit of harmony and cooperation, respecting differences and preserving dignity.
5. Respect and support the majority decisions of the board.
6. Recognize that individual members of the board have no legal authority outside the meetings of the board, and maintain relationships with the Executive Director and staff, the community, and media representatives that reflect this fact.
7. Make no public judgments of the Executive Director or staff performance.
8. Maintain confidentiality of privileged information.
9. Not use their position on the Board to benefit any individual or group in a way that is not in the best interest of the total organization.
10. Avoid situations that could result in a business, professional, or personal conflict of interest. (A generally accepted rule of thumb is that a board member or his/her family members may not receive any gain--tangible or intangible--through the connection with the board. Members must avoid any situation in which their loyalty may be divided, and promptly disclose any situation where an actual or potential conflict may exist).
 - There must be no self dealing or any conduct of private business or personal services between any board member and any client or volunteer except as procedurally controlled to assure openness and competitive opportunity.
 - Board members must not use their positions to obtain employment for themselves, family members, or close associates. Should a member of the board desire employment, he or she must resign from the board prior to asking to be considered for a position.
 - Members will disclose their involvement with other organizations, with vendors, or with any other associations that might produce a conflict.
 - When the board is to decide upon an issue about which a board member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote but also from the deliberation.

Board Job Description

The job of the board is to represent and advocate for FYA clients, ensuring they are cared for and provided for in the best possible manner. This process positions board members as links between the Interior Alaska community and FYA clients themselves. Therefore:

1. The board will produce written governing policies that, at the broadest levels, address each category of organizational decision, as named below:
Ends: Organizational products, effects, benefits, outcomes, recipients, and their relative worth (what good for which recipients at what cost).
Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decision must take place.
Governance Process: Specification of how the board conceives, carries out, and monitors its own task.
Board- Staff Linkage: How power is delegated and its proper use monitored. How the Clinical and Executive Director roles, authority, and accountability are metered and measured.

Because the conduct of the board has a direct impact on public and constituent perceptions about the organization, board members must maintain high credibility and active engagement. To meet that commitment, board members are expected to:

1. Attend board meetings and notify board president of anticipated absence.
2. Actively participate in board meetings, and be prepared by engaging in timely correspondence; responding to issues raised or discussed through the board website platform. Study, question, vote, and monitor the progress of the agency to ensure adherence to FYA's mission.
3. Avoid conflicts of interest on the board.
4. Act only with the full board, not individually unless authorized to do so.
5. Ensure the Executive Director and staff have a clear set of performance guidelines by reviewing and keeping the Executive Limitations current and relevant.
6. Support the Executive Director by openly communicating questions and concerns that arise. Any questions or concerns addressed to the ED should happen in the board meetings or as they arise.