

AHM Youth & Family Services

BOARD OF DIRECTOR MANUAL

Prospective Board of Director Candidate Process

1. Initial Introductory Meeting:

Once prospective Board Candidate is identified by the AHM Board President or the Board Application Chairperson, the Board of Directors will be informed.

A meeting between the prospective Board Candidate will be held with the AHM Executive Director to provide overview of AHM. At this time, the Executive Director will provide the prospective Board Candidate with the new Board Member Package, including addendum documents. An invitation to attend the first Board Meeting is made to prospective Board Candidate.

Note: While Background checks are not required for Board service, they may be required for participation in specific programs or other activities.

2. First Board Meeting

Candidate is introduced to the Board of Directors. Board Candidate to assess their interest in joining the Board, based on materials provided and their experience of the first meeting.

3. Prior to Second Board Meeting:

The prospective Board Candidate is encouraged to schedule time with the Board Application Chairperson to review the New Board Member package, including Addendum documents. A mentor, (an experienced Board Member) will be assigned to the Board Candidate.

4. Prior to Third Board Meeting:

The prospective Board Candidate is to schedule a follow-up meeting with the Board Application Chairperson to clarify any final questions, specific to the Board of Director Roles and Responsibilities. This meeting will serve to formally submit the completed Board of Director Application and Board Profile for Board consideration.

All completed Board Candidate documents to be shared with Board of Directors.

5. During Fourth Meeting/Executive Board Session:

The Board will vote in Executive Session to decide on new Board Candidate.

6. During Fourth Board Meeting:

Board President congratulates new Board Member.

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AHM MISSION

The mission of AHM is to: *“provide mental health and positive youth development services that assist children, young people, and their families in creating a supportive and caring environment, for them to reach their maximum potential as members of society.”*

BOARD OF DIRECTORS

As a 501(c)(3) nonprofit organization, AHM is governed by a volunteer Board of Directors, all of whom are local residents collectively dedicating hundreds of community leadership service hours annually.

In addition to adult directors, the Board also includes youth representation as part of its belief in the philosophy of Positive Youth Development.

For the current listing of directors, please visit the Board of Directors page on the AHM website:

<https://ahmyouth.org/about-us/board-of-directors/>

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OUR PROGRAMS

AHM is proud to offer programs that address issues of prevention, intervention and positive youth development. Our dedicated staff of highly trained professionals collectively share the mission of supporting children and their families in our community.

Clinical Services - Serving the towns of Andover, Hebron, Marlborough and Columbia, AHM's Clinical Program provides mental health clinical services to youth and young adults from birth to age 26 and their families. AHM's clinical services include individual therapy, family therapy, crisis intervention, and referral services.

School Based Services - AHM provides school-based student support services for elementary, middle, and high school students. AHM counselors are masters-level therapists or school counselors who are professionals in the field of mental health. Services include individual and group counseling, risk assessment, crisis intervention, and classroom support.

Family Resource Center - The Family Resource Center provides early childhood and family support services to foster the optimal development of children and families. Services include home visits utilizing the Parents as Teachers model, developmental screenings, parent/caregiver and child Play and Learn Groups, KinderRHAMa Preschool, and parenting workshops and lectures.

Juvenile Review Board- the purpose of the JRB is to divert youth from the juvenile court system through the use of community-based intervention strategies. Research has documented that such diversions can help to enable youth to stay out of the juvenile court system and have potentially brighter futures than they otherwise would.

Lanterns Mentoring Program - Many children in our community are eager to connect with adults who are willing to listen to them, share with them, and help them develop to their highest potential. Mentoring is very effective in helping children to stay in school, avoid dangerous behaviors, and navigate the sometimes bumpy road to adulthood.

CHEC Coalition - The Coalition for a Healthy Empowered Community is a community coalition focused on substance abuse prevention efforts, with the aim of creating and maintaining safe, healthy, and drug-free communities.

CHORES Program The CHORES Program works with the town senior centers and their coordinators to help improve the quality of life for Older Americans by providing them with the assistance and support of a youth CHORES worker.

Project Graduation - For the high school graduating class, an all-night drug and alcohol-free celebration designed to be inclusive, fun and safe.

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AHM Committees in Detail

Program/Advisory Committees have a direct influence upon the creation and implementation of services, such as the Juvenile Review Board, Family Resource Center Advisory Committee, Drug Task Force and Project Graduation Committee. These Committees report directly to the Executive Director of AHM.

Standing Committees

1. The **Executive Committee** consists of the officers of AHM- President, Vice President, Treasurer, Secretary, 2 Members-at Large, the Immediate Past President, and the Executive Director in an ex-officio capacity

Duties/Responsibilities include:

- Meeting quarterly or as needed
- Developing long range planning and manage all major financial, personnel and administrative issues including compensation and benefits.
- Handling unexcused absenteeism and termination of Board Directors for just cause.
- Advertising and interviewing Executive Director candidates and make a recommendation to the Board of Directors for the filling of such position
- Acting as supervisor of the Executive Director
- Reviewing Annually the Executive Director's job description and implement appraisal formats.
- Completing a review of the Executive Director's job performance and remuneration each September (or before) in Executive Session
- Monitoring and responding to short and long-term personnel needs with the Executive Director
- Periodically reviewing agency Personnel Policies
- Documenting and serving as an Arbitrator and enforcer when a grievance has been filed and has not been resolved by the Executive Director.

2. **The Governance/Nominating Committee** consists of two (2) AHM Directors recommended to the Board by the previous Governance Committee Members and elected by a majority vote at the annual Board Meeting.

Duties/Responsibilities include:

- a. Presenting the proposed Slates of Officers and Directors to Board at its annual meeting
- b. Encouraging potential/interested Board members to attend meetings and submit an application

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- c. Recommending candidates for election to the Board
 - d. Updating and providing informational packets and orientation to new Board Members.
 - e. Reviewing/ updating Bylaws and Standing Rules as needed and presenting recommended changes to the Board for consideration and adoption
3. The **Finance Committee** consists of at least two (2) Directors and the Board Treasurer

Duties/Responsibilities include

- a. Overseeing and reporting to the Board all financial issues, including investments and planning for all funds- Fund Raising, Long Term Financial Planning and Capital Improvement
 - b. Working with the Executive Director to solicit, evaluate and approve annual fund-raising events based on potential revenue and positive exposure for AHM.
 - c. Working with AHM staff to formulate and present the Annual Budget to the Board prior to its December Board meeting.
- Suggesting financial budget amendments to the Board when deemed necessary.
 - Reviewing lease and /or mortgage options for AHM property
 - Monitoring maintenance of purchase/leased AHM property and the public usage of AHM facilities
 - Hosting the Tri-town Oversight Committee Meeting
4. **Planned Giving Committee** consists of no less than five (5) persons appointed by the Board.

Duties/Responsibilities include:

- a. The power to allocate and regulate activities, contributions, appropriations, distributions, and investments of the Children's Trust Fund (CTF)
- b. Establishing reasonable objectives and guidelines in the investment of the portfolio of assets
- c. Setting forth investment guidelines detailing permitted asset classes and expected allocation among asset classes
- d. Encouraging effective communication between representatives of the Committee and the Board
- e. Creating the framework for a well-diversified asset mix that can be expected to generate acceptable long-term returns at a level of risk suitable to the Board

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5. Audit Committee

Duties/Responsibilities include:

- a. Insuring a separation of duties for all financial, accounting and personnel activities to minimize the risk of fraud or theft.
- b. Requiring the review of all AHM financial records by an independent auditor to ensure that AHM is in full compliance with all federal and state requirements and meeting generally accepted accounting principles.
- c. Acting upon the recommendations of the Executive Committee and the independent auditor to ensure that these recommendations are acted upon and implemented and part of AHM's policies and procedures.

6. Building Committee

Duties/Responsibilities include:

- a. Working with the Director of Finance to ensure that AHM facilities and grounds are well maintained and comply with all state and local building codes.
- b. Insure that capital improvements are scheduled, funded and undertaken as necessary.
- c. Work with volunteers and staff on special projects that can be performed without requiring the need for professional services or contractors.

7. Personnel Committee

Duties/Responsibilities include:

- a. Formulating and amending AHM personnel policies with respect to job titles and duties, compensations levels, vacation, sick leave and PTO guidelines, health insurance benefits, retirement/disability plan benefits and all other related benefits
- b. Serve as a member of an interview panel for prospective AHM employees and making recommendations to the Executive Director or AHM Board for the hiring of candidates
- c. Act in an advisory capacity in personnel matters related to disciplinary actions that may be necessary

8. Fund Raising

Duties/Responsibilities include:

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- a. Planning and promoting AHM Fund Raiser Events (Golf Tournament, Telethon, Fall Foliage Concert, Gina Marie's Dinner) and other events that are sources of AHM revenue or project a positive image of AHM within the community
- b. Assisting staff with logistics and planning, soliciting from businesses and associates for sponsorships and raffle/auction prizes
- c. Performing needed tasks essential to the success of any event (posting notices of events, set up and cleanup of facilities etc.

9. Strategic Planning Committee (2018-2019)

Duties/Responsibilities include:

- a. Develop questions for RFP process to hire consultant. Review, select and hire consultant based on best cost and qualifications.
- b. Apply for grant funding to pay for consultant
- c. Follow Strategic Planning process as prescribed by consultant.
- d. Engage Board and Community members in dialogue to help create the new strategic plan.
 - Identify gaps and imperatives in AHM services and delivery systems
 - Evaluation of existing and future programs
 - Identify organizational strengths, weaknesses, opportunities
 - Coordinate and lead focus groups and/or interviews

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**New Board Member
Addendum Documents:**

- **Board Application**
- **Conflict of Interest Assurance**
- **The AHM Code of Ethics & Conduct**
- **Demographic Self-Identification Form**
- **AHM Bylaws, Standing Rules and Best Practices Documents**
- **Annual Report**