



## **Children and Youth Fund Operational Criteria**

### **Guiding Questions for Small Groups**

#### **Organizational Structure**

- Should the Youth Fund be a public/private entity? A 501(c)3 or administered under a fiscal agent? Depending on which one is chosen, what are the pros/cons of choosing this entity? Based on this, what is your recommendation?
- If under a fiscal agent, what should be the characteristics of the organization administering the funds? Should they be experienced? What is their connection to the communities that the Youth Fund aims to serve? Should they have the ability to provide capacity building and technical assistance to community-based organizations?

#### **Board of Directors**

- How, when and by whom chosen? How many? How do you ensure that when choosing these members that it reflects the communities that are being served?
- What requirements or criteria for selection or appointment? (Youth, community members, elected officials, etc.)
- When, where and how often board will meet? How do you ensure that when choosing where meetings are held that these meeting locations reflect the communities that are being served?
- Who has authority to call meetings? Do board leadership positions ensure that members from communities that are being served are represented in the board leadership structure?
- What are the terms of board members? How to fill vacancies?
- May directors attend by telephone? May directors vote by proxy? Through other directors? Through non-directors? What constitutes a quorum?
- How may directors resign? How will members be removed?
- How will the board ensure that it is accountable to the communities that the Youth Fund aims to serve?

### **Officers**

- How many officers?
- What is duty of each?
  - ✓ President
  - ✓ Vice President
  - ✓ Secretary
  - ✓ Treasurer
- Other Officers? How do you ensure that when choosing officers roles that it reflects the communities that are being served?
- How elected?
- What length of term?
- How removed?

### **Committees**

- Who shall appoint? What authority? How do you ensure that when choosing these members that it reflects the communities that are being served?
- What composition? How do you ensure that when choosing these members that it reflects the communities that are being served?
- How will the committees ensure that they are accountable to the communities that the Youth Fund aims to serve?
- What committees? Possible committees or focus areas:
  - ✓ Grant Review and Selection
    - How much (%) of the Youth Fund is done through direct grant making and how much is done through community-selection processes, for example participatory-budgeting?
  - ✓ Community Impact & Youth Fund Evaluation
    - Does the Youth Fund spend part of its funding toward ongoing evaluation of its impact, obtaining data to help understand future grantmaking areas and helping build the evaluation capacity of the organizations obtaining Youth Fund dollars?
  - ✓ Capacity Building
    - How much (%) of the Youth Fund budget should be dedicated to building the capacity of community-based organizations that are funded or are looking for funding from the Youth Fund?
  - ✓ Racial Equity
    - How does the Youth Fund ensure that it applies a racial equity lens to its organizational structure, governance and committee structure and grantmaking approached?
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**Staff/Personnel**

- Should there be an Executive Director
- Authority of Executive Director
- Should the executive director be a board member or an ex officio member?

**Meeting Process, Transparency & Accountability**

- What rules shall govern meetings? Does parliamentary procedure govern the meeting structure?
- How transparent will the meetings be? Will meetings be public? How will Board and committee information be available to the public?
- How open and transparent will the process be in selecting board members, committee members, and the grant review and other program processes?

**Amendments to Charter and Bylaws**

- How shall the charter be amended?
- How shall the by-laws be amended?
- Percentage of vote required for passage