



Council Handbook

Co-sponsored by



United Way
of Perry County

In partnership with

Purdue Extension
Knowledge to Go
Perry County

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1.

Overview

The Perry County Power of Youth is a program co-sponsored by the Perry County Community Foundation (Foundation) and the United Way of Perry County (United Way) in partnership with Purdue Extension – Perry County. The Perry County Community Foundation will be the fiscal agent for the program. All financial obligations will be the responsibility of the Perry County Community Foundation.

The program’s design is similar to the We the Youth program which gives Freshmen from every high school the chance to learn and work together for the good of the whole county. Its mission is to develop philanthropic values in youth through education, leadership and participation in local philanthropic activities. The “Power of Youth” program will provide Sophomores, Juniors and Seniors from area high schools the chance to work together to improve their community. The Perry County Power of Youth program will have a youth council which will be approved by the Adult Advisory Committee. Two funds are established in the Community Foundation to help support current grantmaking and future grantmaking. The Perry County Power of Youth Council will follow the same granting policies as the Perry County Community Foundation Grants Committee to ensure all grants are made for charitable purposes.

The program’s leadership will consist of adults from each school, United Way, Community Foundation, Purdue Extension, youth serving agencies, and the community who will plan monthly education sessions. The sessions will focus on Volunteerism, Leadership Development, Marketing, and Fundraising and will culminate in a Grantmaking activity to fund a locally youth led project.

2.

Youth Philanthropy Goals

Perry County Power of Youth goals include:

- The promotion of youth development and experiences of philanthropy.
- To promote and encourage community initiatives that address concerns of our youth.
- To engage youth and adults in partnership where they work together to serve the common good.

3.

Organizational Structure

- Up to nine representatives from each of the county’s community school corporations will serve a one-year, one time renewable term on the Power of Youth Council. These nine students will be as evenly dispersed as possible between the three grade levels at each school.
- A Power of Youth Alumni Council will consist of past council members who have served for 2 years on the council. The Alumni Council will consist of past members who want to

mentor and facilitate the learning of new council members. They will not be required to attend all meetings.

- Up to twelve adult members will serve on the Perry County Power of Youth Advisory Committee.

4.

Service

- The Perry County Power of Youth Council will plan at least one Youth Day of Caring Day.
- The Perry County Power of Youth Council will develop and coordinate activities for the Youth of Perry County throughout the year.

5.

Funding

- A permanent and nonpermanent endowment fund for this program has been established in the Community Foundation and students may raise money for projects through grants and other contributions.
- The program will be funded by the Foundation and the United Way.
- The Power of Youth Council may receive funding to provide a community grant from the Foundation's Unrestricted Fund and the United Way's Annual Campaign. This funding may be in the form of a matching grant.
- The Power of Youth Council may receive funding from organizations for sponsorships for events.

6.

Grantmaking

- The Power of Youth Council members will establish granting priorities and seek Request for Proposals.
- The Power of Youth Council, with the Advisory Committee, will perform a due diligence review of proposals and submit granting recommendations to the Foundation Board for final approval.
- The Council may choose to have one or more granting cycles in a year's time.
- The Council will create an application for grantees, if it chooses to solicit grant applications.
- All standard grantmaking policies of the Community Foundation will apply to the Power of Youth Council to ensure grants are for a charitable purpose.

Perry County Power of Youth Council:

- Makes grant recommendations to the Foundation Board.
- Meets monthly and as needed.
- Elects 3 Co-Chairs (one from each school), Secretary, Publicity Officer and Gifts Officer.
- Composed of youth representatives from the three county school corporations (sophomores, juniors and seniors).

Election of Officers

- Elections for officers will be held at the 2nd monthly meeting.
- Nominations for Co-Chairs will be required to submit a written essay, to be read aloud at the election meeting, detailing why they are seeking the position and what they hope to accomplish as Co-chair.

Perry County Community Foundation and United Way of Perry County Directors and Purdue Extension-Perry County Extension Educator:

- Provide administrative support.
- Act as a resource on any grantmaking policies or community research.
- Handle internal grantmaking process and initial screening of grantees.
- Aid in preparing meeting agendas, meeting packets and supporting materials for meetings and/or events.
- Make recommendations to committee, when appropriate and/or solicited.

Perry County Power of Youth Advisory Board:

- Composed of adults from each school, United Way, Community Foundation, Purdue Extension, youth serving agencies, and the community.
- Will plan monthly education sessions.
- Handles internal grantmaking process and initial screening of grantees.
- Aids in preparing meeting agendas, meeting packets and supporting materials for meetings and/or events.

Voting:

- Voting and activities of the committee will be conducted by Robert's Rules of Order.
- A simple majority must be present to conduct official business.
- Votes must pass with a simple majority.
- Email and/or phone votes will be allowed only in emergency circumstances.

Meetings and Attendance:

- Meetings will be the third Wednesday of each month from 6-8:30 pm. The Council may not meet during the summer months
- Attendance at regular meetings and major events is required of every member. Students must be aware of their time commitments and arrange their schedules so they can be

present at meeting and events. If the student's other extracurricular activities or work schedule conflicts with the council's meeting dates and times, then those students should not apply to participate in the council.

- Two unexcused absences will be considered automatic resignation and a replacement will be sought. For example, working is not an excused absence.
- Excused absences must be submitted to both the Community Foundation staff and United Way staff at least 24 hours prior to the meeting or event to the staff person's cell phone. They must also notify any Co-Chair at least 24 hours prior to the meeting or event. Excused absences may consist of but are not limited to illness and family emergencies.

Communication:

- Communication with council members and adults will be through email, facebook or the students preferred method. Council members are required to check their accounts regularly to ensure participation in council duties.

Appendix

Perry County Power of Youth Council

JOB DESCRIPTION CO-CHAIRS

Basic Function:

Provide leadership and organize meetings for the Perry County Power of Youth Council to ensure the fulfillment of the mission and purpose of the Council.

Reports to: Perry County Power of Youth Advisory Board

Qualifications:

1. Members of the Perry County Power of Youth Council in their 2nd term
2. If there are no 2nd term council members who apply, then 1st term council members will be considered
3. Demonstrated leadership and management skills
4. Knowledge of community and youth issues

Term of Office: One year, up to two years maximum

Primary responsibilities:

In addition to the general responsibilities of all Perry County Power of Youth Council members, the Co-Chairpersons of the Youth Council have the following responsibilities:

1. Work with the Foundation and United Way Directors in preparing for Council meetings (including agenda development) and accomplishing goals.
2. Arrange for and conduct Council meetings in accordance with Roberts Rules of Order and good democratic procedure to create a collegial, productive atmosphere, building participation and investment.
3. Take necessary steps to implement Council actions, such as assigning tasks, as needed, to committee members and reporting to the Advisory Board.
4. Representing the Perry County Power of Youth Council in the community at large, including at events and special presentations.
5. Understand and be informed about Perry County Power of Youth Council objectives, structures, procedures, and its grantees, generally.
6. Ensure conflicts of interest are managed per policy at council meetings.
7. Perform other responsibilities as deemed necessary by the Council
8. Facilitate the training and development of his/her successors as Council Co-Chairs.

Perry County Power of Youth Council

JOB DESCRIPTION SECRETARY

Basic Function:

Ensure proper record keeping for the meetings of the Perry County Power of Youth Council.

Reports to: Power of Youth Council

Term of office: One year, up to two years

Qualifications:

1. A member of the Perry County Power of Youth Council
2. Ability to clearly and concisely keep minutes and records of decisions and meeting action.

Primary responsibilities:

In addition to responsibilities shared by all Perry County Power of Youth Council members, the Secretary has the following duties:

1. Ensure complete records of the council's activities and meetings.
2. Ensure agenda, minutes, and informational materials are distributed to council members in a timely manner.
3. Ensure organized and secure management of council records.
4. Submit minutes to Foundation staff within one week of council meeting.
5. Perform other responsibilities as deemed necessary by the council.
6. Facilitate the training and development of his/her successor as Secretary.

Perry County Power of Youth Council

JOB DESCRIPTION PUBLICITY OFFICER

Basic Function:

Ensure information about the Power of Youth Council, its grantees and its activities reach the Perry County public at-large.

Reports to: Power of Youth Council

Term of office: One year, up to two years

Qualifications:

1. A member of the Perry County Power of Youth Council
2. Ability to clearly and concisely speak and write.
3. Interest in spreading the word and finding new ways to reach audiences.

Primary responsibilities:

In addition to responsibilities shared by all Perry County Power of Youth Council members, the Publicity Officer has the following duties:

1. Ensure press releases are written and submitted to the Advisory Committee's Publicity Officer in a timely manner.
2. Establish a publicity plan to include speaking engagements by council members, press releases and other ways to reach the public.
3. Perform other responsibilities as deemed necessary by the committee.
4. Facilitate the training and development of his/her successor as Publicity Officer.

Perry County Power of Youth Council

JOB DESCRIPTION GIFTS OFFICER

Basic Function:

Seek grants and other funding sources for activities related to the Power of Youth Council, its grantees and its activities.

Reports to: Power of Youth Council

Term of office: One year, up to two years

Qualifications:

1. A member of the Perry County Power of Youth Council
2. Ability to clearly and concisely speak and write.
3. Interest in grant writing and finding funds for youth philanthropy activities.

Primary responsibilities:

In addition to responsibilities shared by all Perry County Power of Youth Council members, the Gifts Officer has the following duties:

1. Research and write grants, with the support and aid of staff.
2. Create a plan and coordinate the solicitation of funds for the Perry County Power of Youth Endowment Fund and Perry County Power of Youth Nonpermanent Fund.
3. Perform other responsibilities as deemed necessary by the committee.
4. Facilitate the training and development of his/her successor as Gifts Officer.