

# An Invitation to Serve on the Board of Directors

## Boys & Girls Club



## of Eden - Lake Shore

Two Communities | One GREAT Mission

### Eden Site

8284 North Main Street  
Eden, NY 14057

### Lake Shore Site

W.T. Hoag Building  
42 Sunset Blvd  
Angola, NY 14006

[www.bgcedenlakeshore.org](http://www.bgcedenlakeshore.org)

# GREAT FUTURES START **HERE.**

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## **Mission Statement**

To enable young people, especially those who need us most to reach their full potential as productive, caring & responsible citizens.

## **Vision**

To be one of the best Boys & Girls Clubs in the country and an outstanding youth service provider in our community through quality staff, facilities and programs supported by financial stability and clearly defined standards.

## **Strategic Direction**

1. To reach out to youth with quality programs and qualified staff, with an emphasis on outreach to teens, gender inclusion, family involvement and targeting youth in need.
2. To provide a safe place to learn and grow and provide ongoing relationships with caring adult professionals, life-enhancing programs and character development experiences, hope and opportunity.
3. To continue to recruit and retain Board Members who can revitalize and increase the resource base of the Boys & Girls Club of Eden - Lake Shore.

## **What is a Boys & Girls Club?**

The Boys & Girls Club is a place to do things, a place where there are all kinds of recreational, instructional and social activities. But it is much more than that! Trained youth development staff members provide guidance by helping our members:

- Discover their needs
- Enjoy their interests
- Nurture their talents
- Broaden their viewpoints
- Dissolve their prejudices
- Resolve their conflicts
- Set their goals
- Understand themselves

A Boys & Girls Club is a unique youth service organization. To be different, a Boys & Girls Club must provide in its program a contribution to a youth member which is significant but distinguishable from what they get elsewhere—in school, at home, in church, in other private agencies, or in public recreation. Although individual Boys & Girls Clubs can vary in program, quality and services, depending on their resources and direction, there are certain characteristics that are common to all Clubs. The following make the Boys & Girls Club a unique organization:

- It is for youth members. Being a member of a Boys & Girls Club satisfies the age-old need of young people to have a sense of belonging to a place of their own.
- Professional leadership, supplemented by part-time workers and volunteers.
- It is for ALL youth, regardless of race, religion or ethnic culture.
- It is building-centered. Activities are carried on in the warm, friendly atmosphere of a building especially designed to conduct programs.
- It has an open-door policy. The Club is open to all members at any time during its hours of operation.
- It is guidance-oriented. The Club emphasizes positive values in the relationships members have with each other and with their adult leaders. It helps youth members make appropriate and satisfying choices in their physical, educational, personal, social, emotional, vocational and spiritual lives.

The distinctiveness of a Boys & Girls Club does not rest on any one of the above characteristics, but rather on a total combination of them all.

A Boys & Girls Club...

- Builds good citizens through everyday leadership and guidance in behavior and attitudes.
- Gives youth of all nationalities, races and creeds the opportunity for wholesome recreation, companionship and development.
- Provides information on health and physical training and encourages youth to build physical and mental fitness through a variety of interesting programs.
- Encourages youth to stay in school and provides guidance in vocational choices.
- Most importantly, shows youth that someone cares and wants them to become active and happy citizens of their hometown, state and nation.

## **Who is the Boys & Girls Club of Eden - Lake Shore?**

The Boys & Girls Club of Eden - Lake Shore offers young people what they need and want most— Adults who respect and listen to them; a safe environment where they can have fun and be themselves; and interesting, constructive activities that channel youthful energy into challenging pursuits.

The Boys & Girls Club of Eden - Lake Shore prepares adolescents for citizenship and leadership in the adult world which they soon will enter and empowers them with skills which will serve as building blocks for their development.

Our strategy to accomplish this is known as the Youth Development Strategy. This strategy builds self-esteem by instilling in young people four basic senses. These four points are the basis for the Boys & Girls Club's youth development activities that have proven their effectiveness in preventing juvenile delinquency.

### **A Sense of Competence**

*The feeling there is something a young person can do and do well.*

### **A Sense of Usefulness**

*The opportunity to do something of value for other people.*

### **A Sense of Belonging**

*A setting where an individual knows they have a place where they "fit" and are accepted.*

### **A Sense of Power or Influence**

*A chance to be heard and to influence decisions.*

Since 2002, the Boys & Girls Club of Eden - Lake Shore has been focusing on youth development, working with young people from all backgrounds with special concern for those from disadvantaged economic, social and family circumstances. The Club actively seeks to enrich the lives of girls and boys and is dedicated to ensuring that our community's youngsters have greater access to quality programs and services that will enhance their lives and shape their futures.

The Boys & Girls Club of Eden - Lake Shore is proud to be a member of the Boys & Girls Clubs of America's nationwide affiliation of local, autonomous organizations working to help youth of all backgrounds develop the assets needed to become responsible citizens and leaders.

The Club....

- Is facility-based – activities are carried on in the warm, friendly atmosphere of a building especially designed to conduct programs.
- Employs staff needed based on the number of members per each club to ensure a safe fun environment. Included Staff are Operations Manager, Site Director, development professionals and assistants, supplemented by volunteers.

- Offers daily access to a broad range of programs in the five core program areas: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; Sports, Fitness and Recreation.

Today, over 3,200 members have taken advantage of the programs, activities and services provided by the Boys & Girls Club of Eden - Lake Shore. Another 500+ youths participate as non-members in special events and tournaments. They benefit from trained, caring, professional staff and volunteers who help young people take control of their lives, envision productive futures and reach their goals.

## **History of the Boys & Girls Club of Eden – Lake Shore**

The **Boys & Girls Club of Eden - Lake Shore** serves as *A Positive Place for Kids* in the Towns of [Eden](#), [Evans](#) and [Brant](#) in [Erie County, New York](#). Our two Clubhouses are aligned with the neighboring school districts of Eden and Lake Shore.

The [Boys and Girls Club of Eden](#) officially opened its doors in the fall of 2002 after a complete refurbishing was done of the building formerly known as The Meeting Place Restaurant at 8284 North Main Street in the Town of Eden.

Starting in 2008, local community leaders in the [Town of Evans](#) collaborated with the [Boys and Girls Club of America](#) (BGCA) in an effort to establish a club near the [Lake Shore Senior High School](#). They were directed by BGCA to partner with the Eden Club in order to ramp up their efforts quickly and effectively.

Thus, with the help of the board of the Boys and Girls Club of Eden that took it under its wing and lent its insight and experience, the Boys & Girls Club of Lake Shore opened as a unit of the Eden Club in 2011. Located within the former W. T. Hoag Elementary School, now the W.T. Hoag Educational Center, at 42 Sunset Boulevard in the Village of Angola, the Lake Shore Clubhouse has served over 800 youth from the Lake Shore school district.

For six years, the two clubhouses worked collaboratively along parallel lines but remained publicly separate. Discussions ensued, and it became apparent that both clubs had the greatest opportunities for success if they “merged” under truly one organizational structure. In 2017, a board transformation project was undertaken to bring both groups of volunteers even closer together and a new board of directors was elected to serve as one team with a common mission to serve the clubhouses in both communities. Our current motto, “Two Communities | One GREAT Mission,” was borne from this effort.

## **What can you expect from the Boys & Girls Club?**

- The opportunity to meaningfully contribute to the betterment of today’s youth.
- Association with other interested and respected citizens.
- A positive framework for effective involvement.
- Complete and quality information to make sound decisions.
- An opportunity for proper recognition for a job well done.

## **Board Meetings**

Board Meetings are held on the second Wednesday of the month at 7:00 p.m. (subject to change, depending on break weeks, etc.) Either at the Eden Site or at the Lake Shore Site. Meetings are held in the months of November, January, March, May, July and September. The Executive Committee may meet monthly as needed.

## **Board Committee Structure**

### **Executive Committee**

Chair: Board President

The Executive Committee consists of the President, Vice President, Secretary, and Treasurer. The Resource Development Committee Chair, and other Directors may also be included on as needed basis. The Executive Committee shall have such authority to act for and on behalf of the Board during intervals between meetings of the Board. All action taken by the Executive Committee shall be reported to the Board at its next meeting. The Executive Committee makes recommendations to the Board to fulfill its obligations in the areas of the Club's Mission and Purpose, Strategic Planning, and selection, as well as support and review of the Chief Executive Officer.

### **Board Governance Committee**

Chair: Elected Board Member

The Board Governance Committee oversees and makes recommendations to the Board or the Club, specifically overseeing the following key areas:

- Policy development and review of policies which support all functions of Club and Board activities.
- Board Development including developing member roles/responsibilities; identification, recruitment, nomination, orientation of new Board members; ongoing training; Board member evaluation; and recognition of Board members.
- Board ethics to assure the disclosure and avoidance of conflicts of interest including the appearance of conflicts of interest, both personally and organizationally.
- Legal matters including transparency of all operations, appropriate insurance coverage, and adherence to all legal standards and ethical norms as well as adherence to the provisions of the Club Bylaws and Articles of Incorporation.



## **Finance Committee**

Chair: Elected Board Member

The Finance Committee works with the Chief Executive Officer in preparing the annual budget and reviewing the external Annual Audit. They present the proposed budget and Annual Audit to the full board for their approval and implementation. The Finance Committee performs Audit Committee duties that include oversight responsibilities with respect to (1) the audit of the Club's financial statements and (2) the system of internal controls that the Club has established. The committee will recommend to the board the selection, retention, or termination of the outside auditor. The Finance Committee ensures all appropriate financial reporting occurs according to Federal and State laws and regulations. The committee is also responsible for the periodic review of all Club accounts and investments. The committee oversees planned giving program including management of the organization's endowment funds. It reports the progress of the fund to the Board of Directors

## **Resource Development Committee**

Chair: Elected Board Member

The Resource Development Committee provides the primary leadership for all fundraising activities including an annual fundraising plan, annual campaign including corporate and municipality support, and all special events. The Resource Development Committee designates Special Events Committees to ensure success for the Club's fundraising requirements. Special Events Task Forces are as follows:

- **Corn Fest Parking** - Oversees the Annual Parking event. The Committee ensures financial goals are met and performs day of event activities and post-event follow up.
- **Great Futures (One) Campaign** - The Great Futures (One) Campaign Committee ensures the identification, cultivation, and recognition of Club Donors.
- **Great Outdoor Raffle** – Oversees the annual raffle event. The Committee ensures financial goals are met and performs all event related activities including sponsorships, day of event activities and post-event follow up.
- **12 Days of Holiday Gift A Way Raffle** - Oversees the annual raffle event. The Committee ensures financial goals are met and performs all event related activities including sponsorships, day of event activities and post-event follow up.
- **Meat Raffles** - Oversees the two annual events in the spring & fall. The Committee ensures financial goals are met and performs all event related activities.
- **Ad-Hoc Events** will be established as fundraising needs are identified by the Resource Development Committee.

## **Ad Hoc Task Forces**

Convened and Reports to the Chief Executive Officer

- **Program Task Force** is convened as necessary by the Chief Executive Officer and staff for innovations in developing effective program services and software.
- **Property Management Task Force** is convened by the Chief Executive Officer to assure the overall satisfactory condition of the facilities, furnishings and grounds of the Boys & Girls Club Property. It periodically inspects the property for maintenance and needed repairs. The Committee prepares a comprehensive plan for facility maintenance, technology infrastructure and equipment replacement. It provides assurance and expertise to the Chief Executive Officer in taking care of the major facility repairs.
- **Marketing and Communications Task Force** as convened by the Chief Executive Officer develops and carries out a year-round marketing program that interprets the activities, purpose and needs of the Boys & Girls Club and makes use of all available media – speakers, exhibits, press, radio, television, and social. The Committee cultivates the interest and support of all local newspapers, radio and television stations. The Committee assists in preparing news releases, the annual report, pamphlets, flyers and other publicity material. The Committee helps establish contacts to promote and generate support for the Club.
- **Ad Hoc Representation(s)** The Club is represented in the following areas: Area Council, Parents/Alumni, New York State Alliance, Boys and Girls Club of Erie County, Club's Advisory Board, and with the WNY Collaborative of Boys & Girls Clubs.

## **Safety Committee**

Chair: Elected Board Member

Individual Safety Committee Members participate as a member of the Board-led Safety Committee that manages the safety and security matters of the Boys & Girls Club. The committee possesses both the responsibility and authority to recommend new and enhanced operating policies and practices as deemed necessary for the well-being of organizational facilities and protection of children and teens served.

## **Major Challenges for the Future**

- Recruit & Retain Board Members
- Increase number of committee members (non-board)
- Increase monthly donations and corporate giving
- Increase involvement of community families
- Planned Growth – Continued and directed growth to ensure high quality standards and sustainability. Enhanced collaborations with schools, governments and other social service organizations are increasingly important.
- Growing out of Eden Clubhouse

## **BOARD MEMBER PERFORMANCE STANDARDS**

The Board of Directors sets policy and maintains stability by overseeing finances, operations, development and public relations. Therefore, full participation of the Board is necessary. Each member should:

### **MEETINGS**

Each member is expected to attend at least 75% of scheduled board and committee meetings during our fiscal year.

- Be prepared by reviewing meeting materials in advance of meetings.
- Maintain confidentiality of all executive session discussions.

### **FINANCIAL DEVELOPMENT**

- Accept responsibility for Club financial accountability by overseeing the development and implementation of the budget and audit process.
- Make a personally meaningful contribution annually to the club and secure financial support from external/community organizations.
- Participate in at least two of the Board Resource Development activities.

### **LEADERSHIP**

- Be able to effectively articulate the mission, vision, core values, goals and policies of the club.
- Participate in the strategic planning process.
- Identify potential Board of Director candidates.
- Participate in board development activities conducted by the local/ national Boys and Girls Club of America organizations. Complete mandatory Board of Director training by BGCA through Spillet University online programming or the Board Member Academy.
- Recruit and conduct the annual review of the club's Executive Director
- Support and advise as appropriate.
- Participate in a semi-annual board self assessment.
- Participate on one standing committee of the board.
- Annual Criminal Background check and acknowledge the Organization's Code of Ethics.

### **PROGRAM**

- Be familiar with the program areas offered at the club.
- Participate in assessing the Clubs performance.
- Conduct a tour to a prospective donor or board member.
- Review the club newsletter, website and marketing materials.

### **ADVOCACY**

- Serve as a club ambassador in the community.
- Share club information and successes with friends, colleagues, civic clubs and other potential supporters.



**BOYS & GIRLS CLUB**  
**OF EDEN-LAKE SHORE**  
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## Application for the Board of Directors

Thank you for your interest in serving on the Board of Directors of the Boys & Girls Club of Eden-Lake Shore. If, after reviewing the materials, you wish to be considered for a Board position, please complete the information below and return to either club location or email to our Executive Director Michelle Wilson at [michelle@bgcedenlakeshore.org](mailto:michelle@bgcedenlakeshore.org)

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:**

Cell: \_\_\_\_\_

Business: \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Why are you interested in serving on the Club's Board of Directors?**

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**What expertise do you bring to the organization?**

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**What current and previous volunteer opportunities have you had?**

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**Circle below what committee(s) you be interested in serving on:**

- Resource Development
- Finance
- Board Governance
- Safety Committee
- Ad Hoc Committees

**I have read and understand the requirements and expectations of a Board of Director for the Boys and Girls Club of Eden-Lake Shore.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_