

British Columbia, Canada
Registered Not-for-profit Organization

BC-Youth: Roles, Selection, and Organizational Structure for the President, Vice Presidents, and Department Directors

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Written by Grace Lee

I. Overview

This document is intended to clearly define the division of responsibilities, organizational structure, and selection criteria for the President, Vice Presidents, and Department Directors of the BC Children & Youth Connection Society (hereinafter referred to as the “Society”).

The purpose of this framework is to ensure clear accountability, efficient operations, and professional governance, while supporting the Society’s mission to promote youth wellbeing and long-term sustainability.

II. Executive Leadership Roles and Responsibilities

(I) President

The President is the highest-ranking student executive leader of the Society and bears ultimate responsibility for the Society’s overall strategic direction, governance framework, and long-term stability.

1. **Long-Term Vision and Strategy:** The President establishes the Society’s long-term development vision, strategic priorities, and core values, ensuring alignment with the Society’s mission and guiding its sustainable growth and impact.
2. **External Representation and Partnerships:** The President serves as the Society’s primary external representative, overseeing major partnerships, public affairs, and key institutional communications, and representing the Society in significant external engagements.

3. **Leadership and Problem-Solving:** The President demonstrates initiative, self-motivation, and resilience, and exhibits sound leadership and problem-solving ability when addressing challenges or complex organizational issues.
4. **Program and Impact Development:** The President proactively expands the Society's key programs, collaborative resources, and overall social impact, supporting both internal development and external influence.
5. **Governance and Accountability:** The President holds final decision-making authority and remains accountable to the Board and the Executive Leadership team. The President develops, reviews, and continuously improves the Society's governance policies, organizational structure, and operational framework.
6. **Public Communication and Brand Judgment:** The President demonstrates comparatively mature judgment in public communication, brand representation, and the development of new media and social media platforms, ensuring consistency, professionalism, and alignment with the Society's values.
7. **Strategic Execution and Collaboration:** The President works closely with the Vice Presidents to jointly develop development plans and oversee implementation, ensuring that strategic objectives are translated into effective and timely execution.
8. **Financial Responsibility:** The President shares, together with the Vice Presidents and the Executive Leadership team, equal responsibility for the Society's operational costs and for necessary expenses related to programs, activities, communications, and organizational operations, in accordance with the Society's internal governance policies and applicable nonprofit laws and regulations.
9. **Responsibility and Execution:** The President demonstrates a high level of responsibility, strong execution ability, and clear communication skills, and proactively assumes responsibility for major initiatives and key matters.
10. **Ethical Conduct and Role Modeling:** The President upholds integrity, collaboration, respect, and accountability as guiding principles, and serves as a role model within the Society.

11. **Conflict Resolution and Accountability:** The President demonstrates the ability to mediate disagreements or conflicts and to take responsibility when challenges arise, safeguarding organizational unity and cohesion.

(II) Vice Presidents

Vice Presidents serve as the Society's core execution and operations leaders. They are responsible for translating the Society's development plans into concrete actions, ensuring continuous progress and measurable outcomes, while maintaining effective coordination among departments and smooth internal operations.

1. **Strategic Planning and Execution:** Vice Presidents actively participate in discussions on the Society's development planning, propose concrete execution plans and implementation details, and assist in translating long-term goals into actionable plans with clear timelines.
2. **Program Implementation and Milestone Delivery:** Vice Presidents organize, implement, and advance the Society's plans, ensuring the timely completion of milestone outcomes and the consistent delivery of planned initiatives.
3. **Organizational Engagement and Leadership Presence:** Vice Presidents actively participate in Society activities, demonstrating initiative, leadership, and execution capability through consistent involvement and visible contribution.
4. **External Relations and Partnership Development:** Vice Presidents support the Society's programs, organizational development, and brand development through communication and in-person outreach with schools, professionals, school districts, institutions, and companies, and work collaboratively with the President to advance key partnerships and expand the Society's overall impact.
5. **Operational Oversight and Internal Coordination:** Vice Presidents coordinate and oversee the Society's daily operations, ensuring efficient communication among departments and between departments and the Executive Leadership team, and ensuring initiatives progress steadily according to established timelines with positive results.

6. **Cross-Departmental Collaboration:** Vice Presidents serve as key coordinators among departments, promoting cross-departmental communication, collaboration, and resource sharing to support effective departmental operations.
7. **Internal Systems and Documentation:** Vice Presidents act as liaisons between the Executive Leadership team and departments, assisting in organizing institutional documents, workflows, and internal communication systems.
8. **Financial and Operational Responsibility:** Vice Presidents share, together with the President and the Executive Leadership team, equal responsibility for the Society's operational costs and necessary expenses, in accordance with internal governance policies and applicable nonprofit regulations.
9. **Commitment to Mission and Organizational Stability:** Vice Presidents maintain a clear and ongoing commitment to the Society's mission, values, and long-term stability, consistently demonstrating responsibility, self-motivation, execution capability, and effective communication.
10. **Professional Conduct and Conflict Resolution:** Vice Presidents uphold integrity, collaboration, respect, and accountability as guiding principles, serve as role models within the Society, and demonstrate the ability to mediate disagreements or conflicts and to take responsibility when challenges arise.

III. Eligibility Criteria for President

1. **Leadership Experience:** Candidates must have previously served as a Vice President, or have held the position of Director or Deputy Director in at least two departments within the Society.
2. **Team and Project Leadership Scope:** Candidates must have directly led teams or projects involving no fewer than fifteen (15) members, aggregated across departments or projects.
3. **Organizational Understanding:** Candidates must possess a systematic understanding of the Society's core operations, internal communication mechanisms, and organizational values.
4. **Initiative and Growth Mindset:** Candidates must demonstrate initiative and a willingness to take on challenges, with the capacity to expand the Society's programs, reach, and overall impact.

5. **Leadership and Problem-Solving Capacity:** Candidates must demonstrate clear leadership ability, strong organizational skills, and effective problem-solving capacity in complex or evolving situations.
6. **Strategic Perspective and External Engagement:** Candidates must be able to promote the Society's development from a holistic perspective and actively expand access to external resources, partnerships, and collaborative opportunities.
7. **Judgment in Communications and Branding:** Candidates must demonstrate comparatively mature judgment in areas including publicity, brand development, and the use of new media and social media platforms.
8. **Demonstrated Commitment and Accountability:** During their service as a volunteer or manager within the Society, candidates must provide at least one concrete example demonstrating diligence, resilience, self-motivation, effective execution outcomes, or the ability to mediate conflicts and assume responsibility.

IV. Eligibility Criteria for Vice Presidents

1. **Team and Project Leadership Experience:** Candidates must have directly led teams or projects involving no fewer than ten (10) members, with leadership experience aggregated across departments or projects.
2. **Leadership and Execution Capacity:** Candidates must demonstrate clear leadership ability and organizational execution capacity through measurable outcomes and tangible results.
3. **Cross-Departmental Experience:** Candidates must possess experience in cross-departmental volunteering, collaboration, management, or coordination, demonstrating the ability to work effectively across teams.
4. **Engagement and Responsibility:** Candidates must actively participate in Society activities and consistently demonstrate reliable execution capability and a strong sense of responsibility.
5. **Initiative and Contribution to Organizational Development:** Candidates must proactively propose constructive and meaningful suggestions for the Society's development and demonstrate the ability to carry them out effectively.

6. **Preferred Qualifications:** Preference will be given to candidates who demonstrate strong responsibility, self-motivation, effective communication skills, leadership ability, execution capacity, and development capability.
7. **Demonstrated Commitment and Accountability:** During service as a volunteer or manager within the Society, candidates must provide at least one concrete example demonstrating these qualities through diligence, resilience, measurable execution outcomes, or the ability to mediate conflicts and assume responsibility.

V. Organizational Structure and Title Standards

To ensure clarity, professionalism, and consistency in governance and operations, the Society adopts the following standardized organizational structure and titles.

Executive Leadership

- President
- Vice President(s)

Department Leadership

Each major academic, programmatic, or functional department is led by a Director or Co-Director. Additional leadership or support roles may be designated as needed, including, but not limited to, Deputy Director or Associate Director, Coordinator, Program Lead.

VI. Selection and Responsibilities of Department Directors

Selection and Appointment

Department Directors are selected through internal selection processes within their respective departments. Each department is responsible for identifying and appointing candidates who demonstrate strong leadership ability, organizational capacity, and a willingness to make a long-term commitment, in alignment with the Society's mission, core values, and overall strategic goals.

To ensure organizational coordination and consistency in governance, once a department has completed its selection process and reached an appointment decision, the result must be formally reported to the Society's Executive Leadership and recorded within the Society's Human Resources (HR) system.

Core Responsibilities

1. **Leadership and Execution:** Department Directors are expected to demonstrate initiative, leadership, organizational ability, and execution capacity to ensure the stable, orderly, and effective operation of their departments.
2. **Long-Term Department Development:** Directors are required to make a sustained commitment to the long-term development of their departments, ensuring continuity in team building, program implementation, and the department's overall social impact.
3. **Cross-Department Communication and Collaboration:** Directors must maintain clear, timely, and effective communication and collaboration with other departments, with particular emphasis on consistent coordination with the Executive Leadership team.
4. **Participation and Constructive Contribution:** Directors are expected to actively participate in Society-wide decisions and activities, and to proactively provide rational, constructive feedback and recommendations that support organizational improvement.
5. **Operational Reporting and Coordination:** Each Director must organize at least one meeting each September with the Executive Leadership team, the Marketing Department, and the HR Department. This meeting is intended to strengthen communication and collaboration, report on actual departmental operations and annual plans, identify required support, and present constructive recommendations.
6. **Conflict Resolution and Accountability:** Directors are expected to demonstrate the ability to mediate disagreements or conflicts, take responsibility when challenges arise, and actively maintain organizational unity, collaboration, and stability.
7. **Professional Conduct and Role Modeling:** Directors must uphold integrity, collaboration, respect, and accountability as core behavioral principles, and serve as role models within the Society.

VII. Commitment to Leadership Standards

All individuals serving in leadership roles shall adhere to the Society's mission, core values, and ethical standards. No individual may authorize expenditures, sign contracts, or make financial commitments on behalf of the Society without prior approval in accordance with the Society's internal governance policies.

The Society maintains a zero-tolerance policy toward discrimination, bias, or any form of inappropriate or unprofessional conduct.

VIII. Adoption and Review

This document is intended to guide the selection, role expectations, and standards of conduct for the President, Vice Presidents, and Department Directors of the BC Children & Youth Connection Society.

This document may be reviewed and updated as necessary to reflect the Society's organizational development and governance needs.

Any amendments to this document shall take effect only upon approval by the President of the Society.

This document shall remain in effect unless amended or repealed in accordance with the organization's governance procedures.

Approved & Adopted by:

A handwritten signature in black ink, appearing to read "Grace Lee". The signature is written in a cursive style with a large "G" and "L".

Grace Lee

President

January 5th, 2025