



AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: Daniel E. Taber

PRESENTER TITLE: Town Manager

AGENDA ITEM:

Boys and Girls Club Board Member Expectations

BACKGROUND / SUMMARY:

At a previous Council Meeting, Council Members asked that I obtain information concerning the duties and expectations of someone appointed to serve on the Boys and Girls Club Board of Directors. The attached information discusses Time Commitments, Financial Commitments and Service Commitments expected of members of the Board of Directors. This is meant to provide background information for Council discussion of possibly appointing a Council Member to serve on the Regional Board of Directors for the Boys and Girls Clubs.

ATTACHMENTS:

Regional Board of Directors Board Member Commitment Form

REQUESTED ACTION:

NO ACTION REQUESTED

FOR MORE INFORMATION, CONTACT:

Name: Dan Taber

Phone#: 703-221-3400 ext 113

E-mail: dtaber@dumfriesva.gov

FOR USE DURING MEETING

VOTE:

PASSED

NOT PASSED

Y N

Y N

Y N

- Brewer
- Reynolds
- Wood

- Foreman
- Toney

- Forrester
- Washington



**BOYS & GIRLS CLUBS
OF GREATER WASHINGTON**

Prince William County/Manassas Branches

**REGIONAL BOARD OF DIRECTORS
BOARD MEMBER COMMITMENT FORM
MARCH 1, 2013 – FEBRUARY 28, 2014**

BOARD MEMBER INFORMATION

Name : _____

Address: _____

Email: _____ Phone: _____

You are vital to the success of the Boys & Girls Clubs of Great Washington-Prince William County / Manassas Branches! Our goal is to maintain a strong Board of Directors, committed to the mission of, and the youth served by the Boys & Girls Clubs of Greater Washington- Prince William County / Manassas Branches. In order to be successful, we would appreciate you filling out this form, keeping in mind your personal schedule, philanthropic interest, and corporate potential.

TIME COMMITMENT	FINANCIAL COMMITMENT	SERVICE COMMITMENT
<ul style="list-style-type: none">• Attend Board Meetings• Serve on a Committee• Participate in and attend special events• Attend annual meetings• Tour a Club with a donor or potential donor	<ul style="list-style-type: none">• Make a personal contribution• Participate in BGCGW sponsored fundraisers• Secure corporate or foundation gift• Identify new and prospective donors• Consider the Boys & Girls Club for planned giving	<ul style="list-style-type: none">• Assist with hiring or finding jobs for qualified club members• Provide business services at low cost or pro bono• Volunteer at a club and attend club activities• Donate gifts of equipment or service.

To ensure the continued financial stability of the Boys & Girls Clubs of Greater Washington- Prince William County / Manassas Branches, our Board maintains an annual "give or get" of \$2,500 for each member. Each year, many board members significantly exceed this amount - which is greatly appreciated. Please indicate your intentions below.

I. My FY 2013 investment will be: \$ _____

It will be distributed in the following ways:

- \$ _____ General Operating Support
- \$ _____ Steak 'N' Stake
- \$ _____ Send a Kid to Camp
- \$ _____ Russert Congressional Dinner
- \$ _____ Real Estate Luncheon
- \$ _____ ICON
- \$ _____ Other Event: _____
- \$ _____ Program: _____

II. In addition, I am interested in volunteering my time in the following ways:

- I will serve on the following committee: _____
- Working with a specific club: _____
- Work with a specific program: _____
- Other: _____

III. I am able to make a planned giving gift:

- I have already established a planned giving gift.
- I would like to be contacted about how to establish a planned giving gift.

IV. I am able to meet my "give or get" in other ways:

- My company will match
- I give through United Way:
Amount \$ _____
- I give through the Combined Federal Campaign:
Amount \$ _____

Board Committee Definitions

Program Committee

The Program Committee reviews and monitors Club programs and activities to ensure that they are meeting the criteria established by Boys & Girls Clubs of America. It ensures that the Clubs are meeting their Impact Goals. The program committee can recommend programs which the club might consider establishing to meet community's needs, examines options and provides opportunities for education beyond the secondary level. The Program Committee assists in obtaining needed volunteers and program materials and supplies. The Program Committee interprets program services to the board and the community.

Building & Grounds Committee

The Building & Grounds Committee assures the overall satisfactory condition of the facilities, furnishings, and grounds of the Boys & Girls Clubs. It periodically inspects the property for maintenance and needed repairs. The Building & Grounds Committee is responsible for using their expertise and connections to assist the Regional Directors and facility staff in obtaining resources and finding professional services.

Fundraising Committee

The Fundraising Committee develops the plan for, coordinates, and participates in the raising of funds and resources from the general public by means of special events and other fundraising campaigns. The Fundraising Committee efforts will include securing funds from individuals, corporations, and foundations whenever possible in support of a special event or campaign. The Fundraising Committee is responsible for overseeing the success of the various special events/fundraisers held throughout the year.

Finance Committee

The Board Treasurer is an automatic member of this Committee and is customarily the Chairperson. The Finance Committee reports and makes recommendations to the Board of Directors concerning all financial affairs of the organization. The Committee works with the Executive Director in preparing the annual budget, insuring there is adequate resources to meet the needs of the organization, and presents it to the Board of Directors for approval.

The Finance Committee, in cooperation with the Board Treasurer and Regional Directors, monitors the financial standing of the Clubs throughout the year and may make periodic budget recommendations as needed.