



## **Young Professional Board of Literacy Pittsburgh**

### **Responsibilities and Duties of Members**

Since incorporation in 1982, the Board of Directors of Literacy Pittsburgh is the duly constituted and responsible governing body. In 2014, a Young Professionals Advisory Board, named “Thrive”, was created as an extension of the Board of Directors. In 2020, there was a rebranding, now operating under the name of Young Professional Board (YPB) of Literacy Pittsburgh. Literacy Pittsburgh recognizes that YPB board members are a valued volunteer resource and are vital to the fulfillment of Literacy Pittsburgh's mission. Each individual brings unique talents and abilities to the agency that are very much appreciated. In support of the mission, YPB members accept the following responsibilities and duties:

1. Support the Board of Directors, the mission and goals of Literacy Pittsburgh through advocacy, networking, fundraising, and volunteerism.
2. Provide representation and recommendations to the Literacy Pittsburgh Board of Directors.
3. Attendance is required and monitored. Continuity of attendance and participation as a policy maker and planner is essential for Literacy Pittsburgh to fulfill its mission. (YPB currently meets six times a year, on the opposite months from the Literacy Pittsburgh Board of Directors.)
4. Serve and actively participate on at least one committee of YPB.
5. Review and abide by the Literacy Pittsburgh Conflict of Interest Policies and Procedures.
6. Support Literacy Pittsburgh with a yearly personal financial contribution at a monetary value meaningful to the individual donor\*. The YPB Support Drive will be held annually and unrestricted cash donations, unrelated to a special event, will count toward a 100% participation goal. Some members utilize United Way’s Contributor Choice as the method of giving. Members should check with their employer for corporate matching programs.
7. Support Literacy Pittsburgh by facilitating the identification and/or procurement of resources for the agency via in-kind donations, participation in fundraising events, donor visits, help with foundations, etc. Also, solicit contributions from friends, relatives, and colleagues, and organizations.
8. Participate in all fundraising events. For every event, members are given alternative ways to participate if they cannot physically attend.
9. Attend retreat/training annually, if scheduled.
10. Provide references of potential new members. Expectation is one new member reference per existing member.

11. Timely communication and responsiveness is expected and necessary for planning purposes. Members are required to promptly respond to meeting and event requests in the form of a calendar invite request, email, or phone message.

\*Members are not required to make a cash donation. Fundraising and volunteering for events, whether in-person or virtually, count as non-monetary donations of time.

*Updated May 2021*



## Young Professional Board Member Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date of birth \_\_\_\_\_ Employer \_\_\_\_\_

Job title \_\_\_\_\_

Please list all community involvement, including other board or leadership positions, and/or volunteer work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the years of experience you have in the following areas (mark N/A for 0)

\_\_\_\_ Philanthropic/Foundation Work

\_\_\_\_ Marketing

\_\_\_\_ Public Relations

\_\_\_\_ Events Planning

\_\_\_\_ Media

\_\_\_\_ Politics/Government

\_\_\_\_ Public Policy/Advocacy

\_\_\_\_ Fundraising

\_\_\_\_ Legal

\_\_\_\_ Other \_\_\_\_\_

Please explain why you want to be involved with the YPB (attach add'l pages as necessary):

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How did you learn about this opportunity? \_\_\_\_\_