

STANDING RULES OF THE BOARD OF CHILDREN TODAY

JUNE 2008

1. BOARD OF DIRECTOR MEETINGS

Regular meetings of Directors of the board shall be held quarterly at noon on the 2nd Tuesday of the months of March, June (Annual Meeting), September and December. If a schedule change is necessary in the event of a holiday or other conflicts, upon board approval, advance notice will be given to all board members of the change in schedule.

2. DIRECTORS OF THE BOARD

Directors of the Board shall be required to adhere to the following:

All Directors of the Board are required to make a monetary contribution every calendar year, no later than December 31st to the maximum amount they are able to give. (There is no minimum amount or maximum amount dictated, however, please keep in mind that it important that board members demonstrate a financial interest in the organization and that many potential funders look at this requirement for funding Children Today.)

In addition to the above requirement board members may choose one or more of the following requirements:

- Fundraise

The board member must raise funds for the organization on their own accord through either an event/s that are separate and apart from any major fundraising event that Children Today currently holds (such as Holiday Cheer), or through securing a donation from a new supporter that isn't part of our existing pool of foundations and supporters. These efforts must be pre-approved by the Executive committee so as not conflict with any existing fundraising events and to be sure the collective efforts are well coordinated, appropriate and do not have a negative impact on the organization.

OR

- Committee Work

The board member is an active working member on one or more committees, attends committee meetings on a regular basis and performs tasks assigned by the committee chair and/or agreed upon by the board of directors.

OR

- Pro Bono Services

The board member either provides, or helps to secure, professional services specifically needed by the organization on a pro bono basis. Examples might include, legal services, fiscal services, printing, human resources and real estate consulting.

Directors must also adhere to the ByLaws and Rules established in the Standing Rules document. In addition,

- a) Directors of the Board shall give to the Executive Director a contact/solicitation list, updated yearly, to be used by Children Today.
- b) Directors of the board are required to attend one of 2 yearly in-service workshops conducted by the staff. The goal of these workshops is to be educated and updated about all of the inner workings of Children Today programs, staff, challenges and triumphs.
- c) Directors of the board shall serve a three-year, re-electable term. Elections are held at the annual meeting in June.

3. ASSOCIATES TO THE BOARD

Associates shall be selected by Committee Chairs to lend expertise and assistance to the work done by Board Committees. Associates are not required to meet the requirements of the Directors of the Board.

4. NEW BOARD MEMBERS

- a. Potential Directors & Associates shall be recommended through Committees by the Committee Chair to the Executive Committee for discussion.
- b. Associates can be approved through majority vote by the Executive Committee.
- c. Directors to the Board of Children Today must be approved by majority vote of the Board of Directors. Upon approval by the Executive Committee, information about the potential Director candidates will be presented to the Board of Directors for discussion, and if approved, followed by a vote to **consider** the candidate for election to the Board of Directors. At that point, the candidate will be invited to consider a position as a Director of the Board, be presented with our ByLaws and Standing Rules, tour the PlayHouse and attend a Board meeting. After which, the candidate may be elected as a Director by a majority vote of the Board of Directors.
- d. Candidates for Board of Directors positions will only be considered by referral through committee, approval by Executive Committee, and a majority vote by the board to consider.
- e. No candidate for Director shall be elected without first committing to the Bylaws and Standing Rules, touring the Play House and attending a Board meeting.

5. BOARD COMMITTEES

The Committees of the Board of Children Today will be made up of Directors and Associate Directors. The elected Chairpersons of the Board Committee shall participate on the Executive Committee. Chairpersons shall provide regular reports to the Board of Directors and be responsible for Committee Reports at the Quarterly Board of Director Meetings.

- Executive Committee (EC) – Shall be made up of the Officers of the Board of Directors, elected Committee Chairpersons and professional experts as needed (e.g. legal). The EC shall meet monthly except during months where Director meetings are held. EC meetings will be held at 9:30am the first Tuesday of designated months.
- Events & Resource Development – committee members will focus on events and material resources for programs. The Committee Chair is a member of the Executive Committee and reports to the Executive Committee.
- Funds Development, Marketing and Public Relations (FDM/PR) – Committee members will focus on corporate donations, marketing, and public relations strategies. The Committee Chair is a member of the Executive Committee and reports to the Executive Committee.
- Steering Committee – Committee Members will focus on developing plans for future sites and programs.. The Committee Chair is a member of the Executive Committee and reports to the Executive Committee.

6. PROGRAM ADVISORY BOARD

The Program Advisory Board will provide guidance to the Executive Director and Site Supervisors on program issues. This Advisory Board should include experts (either board members or advisors) in homeless and child care issues. The Executive Director chairs this advisory board and reports to Executive Committee.

7. EXPENSE PROTOCOL

- a. Each Committee Chair shall meet with the President and the Treasurer to present the Committee's budget each year for approval.
- b. Committee Chairs shall work within their approved budget and keep the Board Treasurer and President apprised of budget concerns or changes.
- c. All committee expenditures shall be pre-approved by the Committee Chair. No expenses should be authorized without an approved budget.
- d. Expense reimbursements should clearly indicate the appropriate Committee with approval by the Committee Chair prior to submission