

**Position Opening:** Board Member for Northeast Youth and Family Services

**Purpose:** Ensure that Northeast Youth & Family Services is a viable organization able to achieve its mission of transforming lives.

**About the Position:** NYFS is seeking a Board Member who is committed to furthering the mission, vision, and values of Northeast Youth and Family Services. Board Meetings are held every other month, on the fourth Thursday from 8:30 am to 10:00 am. Committee meetings are scheduled based on the availability of committee members and tasks of the committee. NYFS Committees include Executive, Finance, Governance, and Development.

The Board is responsible for fulfilling NYFS's mission and is legally accountable for its operations. Board members shall discharge duties of their position in the best interests of NYFS. To fulfill this responsibility, Board members must obtain a full understanding of their legal and fiduciary obligations as individuals, and as a Board as a whole.

Skills and areas of expertise needed to enhance our current board composition include public safety, mental health industry, small business owner, and fundraising/development.

**General Expectations Responsibilities**

**Planning**

- Align the organization's policies and activities with its mission and vision.
- Provide input into the formation and periodic review of the strategic plan. Monitor the organization's progress towards achieving established goals.
- Develop an understanding of NYFS mission, ongoing activities (services and programs), finances, and operating environment.
- Maintain familiarity with strengths and needs of NYFS.
- Keep up to date on developments in the organization's service area and field, including trends and industry challenges.
- Select, support, and annually evaluate the President and CEO.

**Fundraising**

- Serve as an ambassador for NYFS by informing others about and advocating on behalf of the organization.
- Contribute to the organization's financial well-being: make an annual personal donation and solicit new donations from individuals, corporations, and civic organizations.
- Attend, participate in, and support NYFS functions such as special events.
- Share expertise, skills, influence, connections, and associations with the President and CEO, Board, and the broader community. Provide tactical expertise to the Board and staff when needed.

**Financial Management**

- Ensure that finances are adequate for current needs and long-range goals.
- Approve the annual budget and monitor progress to date at a minimum on a quarterly basis.
- Understand the content and significance of NYFS financial statements.
- Understand and approve annual audited financial statements.

- Review and approve new, or changes in existing, large financial contracts, loans or payables, and banking and investing relationships.

### **Governance**

- Regularly attend board meetings, be prepared, and participate actively at those meetings.
- Regularly attend and participate in at least one board committee.
- Serve the interest of NYFS and the Board of Directors rather than of a particular constituency.
- Actively contribute to a candid, constructive, and deliberate manner to Board and committee meetings.
- Improve the Board composition and function: Identify nominees to the Board who can make significant contributions to the work of the Board and the organization, mentor new Board members, and take part in development opportunities.
- Role model an open approach to grievances or conflict among Board members by reporting those to the Board Chair. If an employee contacts a Board member regarding a grievance, direct the employee to the grievance policy.
- Annually evaluate the board through survey/discussion/etc. with the goal of improving upon the governance practices of the Board.

### **Compliance**

- Ensure compliance with regulations and accrediting bodies.
- Approve policies as needed (i.e. due to changes in state or federal regulations, etc.).
- Uphold legal and ethical integrity. Follow all applicable policies and laws, including confidentiality and conflict of interest.

### **Qualifications:**

- Three to five years of professional experience in chosen profession.
- Works well with people individually and in a group.
- Ability to listen, analyze, think clearly and creatively.
- Demonstrates personal integrity and a developed sense of personal and professional values.
- Willing to learn, try new activities, and develop skills necessary to fulfill responsibilities of position.
- Aligns with organizational values and ensures their implementation with board and within organization.
- Values and has experience working with diverse communities.
- Experience and skill managing staff and budgets.
- Experience building and working in coalitions, partnerships, and collaborative relationships.
- Capacity to commit time to volunteer activities for a three-year term. This will include 2-3 hours of meetings per month (Board and Committees) and usually up to 2 hours per month meeting prep and other work.

### **To Apply:**

Qualified candidates please submit a resume to [angela.lewisdmello@nyfs.org](mailto:angela.lewisdmello@nyfs.org) . The positions will stay open until filled.

## **Agency Overview:**

Northeast Youth & Family Services (NYFS) is a mental health and social services agency serving people of all ages, abilities, and backgrounds in the Twin Cities Northeast Suburbs. Our mission is transforming lives by ensuring access to care that nurtures healing, cultivates community, and inspires hope. We are grounded in our core values: Equity, Inclusion, and Belonging; Authenticity, Community-Driven, Integrity, Transformative Relationships, Innovations, and Wellbeing.

## **Who We Are:**

NYFS lives its deep values around providing integrative care for the whole family with a focus on youth and their caregivers. Staff are dedicated, innovative, and mission-driven, offering authentic, relational, client-centered care. The team is playful, creative, growth-oriented, down-to-earth, and hardworking – and we laugh a lot! We are committed to genuine integration of trauma and culturally responsive care across the agency. Clinicians at all stages of their clinical development will find support for their professional goals – clinicians can provide (or learn to provide) group, couple/family, nondirective play, art, and trauma therapy, among others. As a trauma-responsive organization, NYFS is actively invested in organizational supports for staff wellness and work sustainability, recognizing the impact of secondary trauma, vicarious trauma, and burnout on providers. We believe in a family-first work environment, rather than seeking work/life balance.

We are looking for board members that are invested in our mission of ensuring access to care for everyone, especially to those with financial barriers. Our community's youth are experiencing epidemic-level mental health challenges – and NYFS is here to relieve suffering and help our community heal wherever it can. Come join our community!

Individuals with diverse cultural backgrounds are strongly encouraged to apply.

*We are committed to a policy of equal employment opportunity in recruitment, hiring, training, and promotion of persons based on merit, qualifications, and competence. We do not discriminate based on race, color, religion, creed, national origin, sex, age, disability, marital status, sexual orientation, place of residence, political affiliation, veterans' status, or status with regard to public assistance, or any other class protected by local, state, or federal law. NYFS provides reasonable accommodations to qualified individuals with disabilities upon request.*