



## Terms of Reference

### Leadership Team

Revised 8/21/2015

#### **Purpose:**

The Leadership Team is a board of youth advisors that works with foundation staff and board, contributing to the development of Youth Philanthropy Connect, which includes defining the strategies and approaches that will develop the program and the educational gatherings, and the content of the programming for youth. Being a member of the Leadership Team comes with both rights and responsibilities.

#### **Accountability:**

The Leadership Team will be accountable to its vision for a philanthropic sector that empowers and integrates youth and supports youth through providing effective education and professional skills development.

#### **Responsibilities:**

1. Take a lead role in developing, implementing and evaluating YPC and its education gatherings, including our regional gatherings and the conference as applicable. Youth are highly encouraged to attend our Annual Conference in Disneyland.
2. Inform and strengthen YPC programming from the perspective of the youth it is intended to benefit.
3. Create and establish a close network and linkages between youth advisory boards of our respective foundations.
4. Market YPC to other youth boards and the organizations that support them.
5. Check email and Facebook and communicate with other Leadership Team members and the program director, as necessary.

#### **Leadership & Support:**

The Leadership Team will be facilitated by the Youth Philanthropy Connect Program Director. S/he will lead the Leadership Team, encouraging active, shared leadership which will include delegating specific project responsibilities to members of team. The Program Director is formally supported financially and strategically by the Board of Directors of the Frieda C. Fox Family Foundation, and by the collective financial and strategic support of the YPC member foundations and sponsors.

#### **Membership:**

The Leadership Team will be determined based on representation from each foundation or youth philanthropy program that participates in Youth Philanthropy Connect. Ideally there will be two representatives per foundation or program with a diversity in age range. Members of the Leadership Team will serve for one year terms with no term limits. Annual Conference attendance is encouraged but not required. It is our hope that members will be able to attend, help facilitate, and contribute to the annual conference or a regional gathering.

#### **Frequency of Meetings:**

The Leadership Team will meet via conference call the first Monday of each month at 6:00 p.m. PST. Each Leadership Team Member is required to participate in at least seven (7) meetings per year with up to two (2) excused absences. An excused absence is when the Program Director is advised prior to the meeting of the absence and the Leadership Team member provides input via phone or email prior or after the meeting on the topics covered.