



YOUTH & FAMILY COUNSELING

Opening doors to mental healthcare since 1962

Board of Directors Prospectus

Counselingforall.org

Thank you for your interest in Youth & Family Counseling's Board of Directors!

The following information is intended to provide an overview of YFC and help you determine whether board service at YFC is the right fit for you. We also encourage you to visit our website at counselingforall.org for more detailed information about YFC's history, leadership, programs, service, and impact.

This is an exciting time to be involved with YFC's work. We are evolving at a rapid pace as we strive to meet the mental healthcare needs of our community...a need that is large and growing. Your input is crucial to our future and to the lives of current and potential clients. We are seeking active, engaged, committed board members to support and steer YFC in the coming years.

If you have any questions, please reach out to me. I look forward to connecting with you soon!

Sincerely,

A handwritten signature in black ink, appearing to read "Janelle", with a long horizontal flourish extending to the right.

Janelle Miller Moravek

Executive Director

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ABOUT YFC

YFC is a 501©3 nonprofit (or we like to say a “for impact”) organization founded in 1962. Our mission is to “open doors to mental healthcare so people can cope, heal, and thrive.”

Why Our Work Matters

In 2022, YFC served 526 clients from 33 zip codes in Lake and Cook counties as well as in Wisconsin.

- With 40 percent of American adults reporting symptoms of anxiety and depression and 30 percent more of children and adolescents with anxiety and depression, our nation is clearly in the grips of a mental health epidemic.
- While people of all ages, races, religions, socioeconomic status, and geographies are struggling, it is the most vulnerable who have been impacted the most. This is because they have the fewest resources and the fewest options for treatment.

Our Guiding Principles

- YFC helps people from all walks of life access mental healthcare services.
- YFC offers multiple doors to treatment by providing a range of mental healthcare services across the care continuum. Our services are relevant to the community needs, and the people we serve are better after receiving our services.
- YFC connects people who need help with people who want to help.

The Board is the legal entity responsible for the financial viability and overall policy direction of YFC. Broadly speaking, the Board:

- Sets a path for the future.
- Secures the resources to achieve our vision.
- Provides fiduciary oversight and stewardship.

Specific Board Responsibilities:

1. **Mission and Purpose:** It is the Board's responsibility to create and review statements of mission and purpose that articulate YFC's goals, means, and primary constituents.
2. **Select, Support, and Assess the Executive Director:** The Board must reach consensus on the Executive Director's responsibilities. The Board must also ensure that the Executive Director has the moral and professional support needed to further the goals of YFC, has regular performance reviews, and is compensated fairly.
3. **Provide Proper Financial Oversight:** The Board reviews and approves the annual budget and ensures that proper financial controls are in place. The Board also selects the annual auditor and reviews the results.
4. **Ensure Adequate Resources:** One of the Board's foremost responsibilities is to provide adequate resources to fulfill the YFC mission. This includes personal giving and a commitment to involvement in the relationship-building fundraising process.
5. **Ensure Legal and Ethical Integrity; Maintain Accountability:** The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
6. **Maintain Confidentiality:** The Board must maintain the confidentiality of board and committee deliberations and the confidentiality of sensitive information pertaining to YFC and its board members.
7. **Ensure Effective Organizational Planning:** The Board must actively participate in an overall planning process and be engaged in implementing and monitoring the goals of YFC.

8. Recruit and Orient New Board Members: The Board has a responsibility to articulate prerequisites for board candidates, partner with YFC leadership in recruiting and orienting new members, and, on an annual basis, assess its own performance.
9. Enhance the Public Standing of YFC: The Board must clearly articulate the mission, accomplishments, and goals of YFC externally and work to garner support (financial and public opinion) from the community.
10. Determine, Monitor, and Strengthen Programs/Services: It is the Board's responsibility to determine which programs are consistent with the YFC mission and to monitor their effectiveness.

Board Committees

- Finance Committee: The Finance Committee supports the Board's fiduciary role by paying attention to YFC's financial matters. It ensures the Board thoroughly understands the differences between nonprofit and for-profit finances and accounting, monitors YFC's financial health and safeguards its assets, oversees budget preparation and financial planning, and oversees the audit process.
- Governance Committee: The Governance Committee ensures effective governance by paying attention to board composition, culture, process, and engagement. The committee leads board member recruitment, onboarding, reelection, and board assessment. It also ensures that the Board understands its responsibilities and has adequate education/coaching/training to be fully effective.
- Development Committee: The Development Committee supports and engages the Board and individual board members in their role of ensuring and participating in ethical, effective, and resilient fundraising to support the mission of YFC. It also identifies and supports ways for YFC to increase its visibility in the community.

Board Member General Expectations

- Serve on at least one board committee and help further the goals of that committee by taking on and completing action items on time.
- Attend (in-person) at least 5 of 6 pre-scheduled full board meetings.
- Be fully prepared for board and committee meetings, having thoroughly read packets ahead of time.
- Make your “best philanthropic gift” in support of YFC each year.
- Actively participate in board and committee meetings by asking good, relevant questions and sharing perspective and insights.
- Be active in the Govenda board portal by promptly responding to meeting requests, responding to polls, participating in discussions, and answering questions.
- Be a good steward of meeting time, respecting the agenda, and ensuring that others have the opportunity to speak.

Board Member Attributes

- Desire to increase early intervention and access to mental healthcare.
- Curiosity about YFC, the role of board members, and the big picture.
- Asks questions, listens to other points of view, and makes informed decisions that are in the best interests of YFC.
- Works collaboratively with board colleagues, staff, and Executive Director.
- Work independently, using personal experience/skills to advance and support YFC.
- Excited to share experiences and service on the YFC board with personal and professional networks.

What's In It for You?

- A new network of people and exposure to different perspectives.
- Leadership skills to advance your career:
 - *Strategic thinking* to help YFC achieve its future vision.
 - *Financial literacy*: understanding budgets, financial statements, audits.
 - *Communications skills*: learn how to craft messaging to inspire and engage.
 - *Fundraising*: Find and excel in your niche in the fundraising process. Only five percent of the process is asking for money. Not all board members make asks! It's mostly about initiating, building, and strengthening relationships.

5-3-2023