



Blessings in a Backpack <City> Program Advisory Board Operating Principles and Practices

ARTICLE 1 - Name and Objectives

Section 1. Name:

This shall be a voluntary, nonprofit affiliate of the Blessings in a Backpack and shall be known as the "Blessings in a Backpack <insert geographic designation> Program Advisory Board", herein referred to as the "Advisory Board".

Section 2. Mission:

The Advisory Board is dedicated to fundraising and promotion to support the Blessings in a Backpack' mission of mobilizing communities, individuals and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry.

Section 3. Vision

Every school-aged child in America has the nourishment needed to learn and grow. As a leader in the movement to end childhood hunger, Blessings strives to ensure children don't go hungry on the weekends by empowering individuals and communities to take action.

Section 4. Limitation of Methods:

The Advisory Board shall be non-partisan, non-sectarian and non-discriminatory.

ARTICLE 2 - Membership, Dues, and Fundraising Expectations

Section 1. Membership:

Prospective Advisory Board members must submit a completed Advisory Board application to the Chair. Upon receipt of said application, each candidate will be interviewed by at least three members of the Executive Committee. The Executive

Committee, with majority approval, will send new member recommendations to the entire Board for final approval. All approved new members will be active effective on July 1 of each year. Advisory Board members will serve two-year terms. If an Advisory Board member resigns mid-year, the vacancy may be filled at the discretion of the Board Development Committee.

The Advisory Board shall never exceed 30 members in good standing.

Section 2. Dues:

Each Advisory Board member shall be required to pay board dues of \$<insert amount> by July 31 of each year. Failure to pay dues in a timely manner will be grounds for immediate removal from the Advisory Board.

Section 3. Termination of Relationship:

The Board Chair will conduct annual reviews to allow for voluntary resignations and dismissals. Delinquent members may be dismissed for cause, with cause to be determined on an individual basis by the Executive Committee.

Section 4. Fundraising Expectations:

Advisory Board members are responsible for contributing \$<insert amount> board dues outlined above, along with contributing amount of <insert goal here> to the overall Advisory Board goal of <insert goal here> to Blessings in a Backpack each year. Contributions can be made through any number of different forms, including but not limited to cash donations, ticket sales on behalf of the individual member and/or known Advisory Board member, sponsorship and in-kind donations that offset a planned expense. Those Advisory Board members who fail to reach the annual financial threshold during the calendar year will be placed on probation for the following term. Minus extraordinary circumstance, two concurrent years of failure to reach the fundraising requirement(s) may result in dismissal from the Board.

ARTICLE 3 – Officers and Executive Committee:

Section 1. Officers:

The Advisory Board will govern under the direction of the Executive Committee, to be comprised of a Chair, Vice President, Vice President Finance, and Secretary. Executive Committee terms will last two years, with the option to serve one additional term in succession. Executive Committee appointments will be determined by election each spring.

Section 2. Duties of Officers

- *Executive Committee* - Chair, Vice President, VP Finance, and Secretary

Local Advisory Board Chair – serves a two-year term, not eligible for re-appointment of Chair position, but eligible for re-appointment as a local board member, and to run for any other Committee of Directors position.

- Oversees board and Executive Committee meetings
- Works in partnership with the National office to make sure initiatives are carried out
- Calls special meetings if necessary
- Appoints all Committee chairs
- Recommends who will serve on Committees based on members' interest and skill set
- Prepares agenda for board meetings
- Works with the Membership Committee to recruit new board members
- Acts as an alternate spokesperson for the organization, with approved National office talking points
- Periodically consults with Advisory Board members on their roles and helps them assess their performance
- Liaison from the Advisory Board to National office

Local Board Vice President

- Attend all board meetings
- Serve on the Executive Committee
- Carry out special assignments as requested by the board chair
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the local board leadership

Local Board VP Finance

- Attend all board meetings
- Serve on the Executive Committee
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the chair of the Finance Committee, if applicable
- Manage, with the Finance Committee, the board's review of and action related to the board's financial responsibilities
- Work with the National Chief Financial Officer to ensure that appropriate financial reports are made available to both the National Office and the local board on a timely basis
- Present the local annual budget to the board for approval

Local Board Secretary

- Attend all board meetings
- Serve on the Executive Committee
- Ensure the safety and accuracy of all board records
- Prepare board minutes
- Assume responsibilities of the chair in the absence of the Advisory Board Chair, and Vice President
- Provide notice of meetings of the board and/or of a committee when such notice is required

Article 4. Committees:

Section 1 – Committee of Directors

Committee of Directors is comprised of VP of: Fundraising, Events, PR/Media, Recruitment and Finance

- *VP of Fundraising* – Lead the Advisory Board’s fundraising strategy, including but not limited to; implementation of key fundraising activities, ensuring a diversified funding base, establishing sponsorship packages, and communicating benefits to other Committees that would need to fulfill sponsor packages.
- *VP of Events* – Plan special events, including a local ‘signature’ event
- *VP of PR/Media* – Collect 10 email addresses from every member, create and be responsible for content on social media pages/webpage, PR contacts, handle all local Board related correspondence
- *VP of Recruitment* – Recruit new members, hold interviews, relay member commitments, arrange new member info sessions and new member welcome/networking event, onboarding.
- *VP of Finance* - Responsible for monitoring and communicating to the board about the organization’s overall financial health including overseeing the local budget and financial reports.

Section 2 - Committee Qualifications:

All nominees must be current Advisory Board members in good standing, willing and able if elected to fulfill the responsibilities of the Executive Committee. At the time of nomination, all candidates must have served on the Advisory Board for a minimum of one year (after the inaugural year of the Advisory Board).

Section 3 - Election of Committee Officers:

The Advisory Board shall conduct an election each May where each Advisory Board member will have one vote to cast for each Executive Committee position to be elected. Only votes received from eligible members and consistent with voting instructions included in Blessings in a Backpack Program Advisory Board Operating Principles and

Practices will be considered valid and counted. The results of the election as certified by the Advisory Board Secretary shall be announced within one week of the relevant meeting and published in the Advisory Board meeting minutes within 30 days of said election.

Section 4 - Committee Terms:

Committee members shall serve one two (2) year term, with an option to run for a second term for the same position. Executive Committee terms shall not exceed two two-year terms in succession with the exception of the Chair, who shall serve a two-year term and is not eligible for re-appointment of Chair position, but is eligible for re-appointment as an Advisory Board member, and to run for any other Executive Committee position. Newly elected Committee members shall assume the authority and responsibilities of office upon announcement of the election results.

Section 5 - Vacancies:

Committee mid-term vacancies shall be filled from the field of remaining unelected candidates from the most immediate prior Advisory Board Committee election. The remaining candidates who received the greatest number of votes shall fill vacancies as they occur. If there are no available unelected candidates from the most immediate prior Committee election to fill a vacancy, the Chair shall fill the vacancy by appointment from currently eligible Advisory Board members. The appointee(s) shall serve until the next election at which time the vacancy shall be filled by election.

ARTICLE 5. Meetings

Section 1. Regular meetings. All Advisory board members should attend monthly (*or quarterly*) meetings. Additionally, members will attend monthly Committee meetings (*Insert the schedule for meetings, i.e. monthly, third Tuesday of every month.*) The annual meeting is for the electing officers and other business that shall arise.

Section 2. Special meetings. The Chair can call a special meeting or five members submitting a written request to the Secretary can call a special meeting. Previous notice of the meeting shall be sent to the members at least three days prior to the meeting. The notice can be given by email, postal mail, or telephone.

Section 3. Quorum: A quorum constitutes a simple majority of Advisory Board members for the purpose of the Advisory Board decisions that require a vote as set out under these operating guidelines. In the case of a tie vote, the sitting Chair shall cast the deciding vote. A quorum will rule all Advisory Board elections and approvals.

ARTICLE 6. - Dissolution

The Advisory Board may be dissolved by a vote of two-thirds of Advisory Board members present at any regular Advisory Board meeting.

(1) Notice of disbandment must be given in writing to Blessings in a Backpack within 10 days;

(2) All Advisory Board assets and business records used for the purpose of pursuing Blessings in a Backpack' mission in existence at the time of disbandment shall be distributed within 30 days to the Blessings in a Backpack National office.

ARTICLE 7 - Amendments

Any two or more Advisory Board members in good standing may propose an amendment or alteration to the Advisory Board Operating Principles at any Advisory Board meeting. Voting and final action on said proposed amendment may be conducted at any Advisory Board meeting, at the discretion of the Executive Committee. Any amendment or alteration shall require the approval of the majority of qualified votes of the voting members present at the Advisory Board meeting, provided a quorum is present as defined in Section 3 of Article 5.

ARTICLE 8 - Enactment

These Advisory Board Operating Principles were approved on (insert date).

ARTICLE 9 - Special Notices re: Tax Exemption

- a) No part of the Blessings in a Backpack Program Advisory Board assets or net earnings may inure to the benefit of private individuals. This does not preclude the payment of any reasonable fees for goods or services provided to the organization.
- b) The Advisory Board shall not, as a substantial part of its activities, attempt to influence, carry on propaganda or otherwise attempt to influence legislation except to the extent permitted by section 501(h) of the Internal Revenue Code.
- c) It is intended that the Advisory Board be entitled to exemption from Federal income tax under section 501(c)3 of the Internal Revenue Code and shall not be a private foundation as described in section 501(a) of the Code.

The organization subscribes to the general purpose of Blessings in a Backpack.

ARTICLE 10 - Fiscal Year

The Advisory Board fiscal year runs concurrent with that of the National Blessings in a Backpack, July 1 – June 30.