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BOYS & GIRLS CLUBS
OF YELLOWSTONE COUNTY

**Board of Directors
Philosophy & Policy Handbook**

Adopted: March 12, 2014

Updated: January 15, 2016

Updated: February 14, 2018

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Updated: March 17, 2021

Board Philosophy

Mission

To enable all young people, especially those who need us most, to realize their full potential as productive, caring, responsible citizens.

Core Values

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| Love IT, Live IT, Give IT | The Boys & Girls Clubs of Yellowstone County is dedicated to an organizational culture and philosophy that strives to affect in each person a deep belief in and commitment to the kids, Mission and the Club itself, as well as move that conviction to action in ourselves and the people we serve. |
| Pursue GREATness | Each member, volunteer and professional embraces the belief that each of us can strengthen ourselves and increase the impact our organization has on the members we serve. We want to BE GREAT today & better tomorrow. |
| Make an Individual Impact | It is our intention to meet each Club member, volunteer and professional where they are so we can help them set the goals and individual path forward necessary to achieve future success. |
| Build Safe Kids and Clubs | The Boys & Girls Clubs of Yellowstone County will utilize the best local and national resources to ensure our Clubs and organization are physically and emotionally safe for our Club members, volunteers and professionals. We will also use those resources to help our members develop the tools and skills to be safe when they are not at the Club. |

Serving Those Who Need Us Most

While the Boys & Girls Clubs of Yellowstone County strives to provide a world-class Club experience for all young people in Yellowstone County, it is the intention of the Board of Directors to establish programs and Clubhouses in the schools, neighborhoods and communities where kids need us most.

Treatment of Members & Families

Every member and family served by the Boys & Girls Clubs of Yellowstone County shall find a welcoming environment and a world-class Club experience in each Clubhouse. A Club experience which; embraces diversity, values each individual, provides opportunity for

participation, is free of harassment and retaliation, and meets all legal rights guaranteed under local, state or federal law.

Treatment of Professionals & Volunteers

The Boys & Girls Clubs of Yellowstone County will provide a world-class work environment for all professionals and volunteers. The work experience will; be fair, embrace diversity, value each individual's contributions, free of harassment and retaliation, provide opportunity for advancement, and meet all legal rights guaranteed under local, state or federal law.

Treatment of Investors & Partners

Since the first members walked through our doors on February 4, 1971, the Boys & Girls Clubs' investors and partners have been a critical piece of our ability to save the lives of those who need us most. It is the intent of the Board of Directors to continue this tradition of support and success through actively stewarding and cultivating our individual investors and partners while maintaining an unrelenting commitment to ensure all investments are utilized efficiently and exclusively for their intended purpose.

Board Member Engagement

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| Service & Leadership | Board members are expected to; attend and participate in the monthly Board meetings, actively engage in at least one strategic priority and participate in Clubhouse activities each year. |
| Advocacy | Through personal visits, meetings or Clubhouse tours our Board Members are expected to advocate for the Boys & Girls Clubs of Yellowstone County, to educate the public and get individuals excited to learn more about our members, mission and services. |
| Resource Development | The Board of Directors in partnership with our staff professionals is responsible for ensuring the organization has sufficient resources to meet short and long-time financial needs. In addition to their personal financial investment each Board Member is expected to be an active participant in the Club's Cultivation and Stewardship Plan as well as work with our staff professionals to engage individual investors and fulfill our financial objectives. |

Board Policies

President & CEO – Executive Leadership

The President & CEO of the Boys & Girls Clubs of Yellowstone County is the Board's formal link to the organization's operational achievement and conduct. Therefore, all authority and accountability for staff, business and Clubhouse operations, as far as the Board is concerned, is considered the authority and accountability of the President & CEO. As long as the President & CEO uses any reasonable interpretation of the Board's philosophy and policies, the President & CEO is authorized to establish operational policies and procedures, make operational decisions and develop all activities, which are in the best interest of the members and the organization.

President & CEO - Communication & Monitoring

It shall be the responsibility of the President & CEO to ensure all members of the Board of Directors receive timely and sufficient information, which will allow each board member to be adequately prepared to provide guidance and leadership for the Boys & Girls Clubs of Yellowstone County. The following information should be provided each month prior to the Board meeting;

- financial reports,
- information on Clubhouse progress and utilization,
- progress of resource development efforts,
- progress made on the Club's strategic plan, and
- status of the Club's community partnerships

The President & CEO shall also keep the Board informed of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in assumptions upon which any board policy has been or is being established.

It shall be the responsibility of the Chief Volunteer Officer with input from the Board Executive Committee to provide an annual Performance Review and if warranted a salary adjustment for the President & CEO.

The philosophy and policies which guide the President & CEO shall be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule. Only philosophy and policy changes approved by formal vote of the Board will be binding on the President & CEO.

President & CEO - Succession

To better ensure continued success of the Boys & Girls Clubs of Yellowstone County and protect the board from sudden loss of President & CEO services, the President & CEO shall not permit there to be fewer than two other leadership professionals sufficiently familiar with board and

President & CEO issues and processes to enable either to take over with reasonable proficiency as an interim successor.

Member Safety

The top priority for the Boys & Girls Clubs of Yellowstone County is to provide a safe and secure Clubhouse environment for the youth we serve on a daily basis. Therefore, it is the intent of the Board of Directors that the organization:

- adopt and implement the best practices for employee and volunteer screening, selection and development, which are consistent with safety standards established by Boys & Girls Clubs of America and comply with all local, state and federal regulations, and
- maintain all Club facilities and equipment to ensure not only that everything is in appropriate condition, but that everything is also safe and does not pose a risk to our members, families, professionals, volunteers and guests.

Code of Ethical Conduct

The board members, volunteers and staff professionals of the Boys & Girls Clubs of Yellowstone County must adhere to, promote and model the highest ethical standards, which will preserve the organization's integrity, reputation, professional and business relationships and exceed all the standards established by local, state and federal law.

Conflict of Interest

As a nonprofit, tax-exempt organization the Boys & Girls Clubs of Yellowstone County depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support needed to serve those who need us most. Consequently, the board, officers, and staff professionals have a fiduciary duty that carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and staff professionals have the responsibility of administering the affairs of the organization honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Club. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Boys & Girls Clubs of Yellowstone County or knowledge gained there from for their personal benefit or that of their business. The interests of the Club must have the first priority in all decisions and actions.

Employee Compensation & Management

To provide a world-class Club experience, the Boys & Girls Clubs of Yellowstone County must recruit, develop and retain world-class staff professionals. It is the intent of the Board of Directors to provide our professionals with compensation packages, which are not only locally competitive but will also attract and retain professionals both regionally and nationally.

Additionally, our organization will maintain a comprehensive management and development plan for every professional in the organization.

Fiscal Management & Business Operations

With respect to the actual, ongoing financial condition and activities, the President & CEO will operate the Boys & Girls Clubs of Yellowstone County in a sound and prudent fiscal manner for short- and long-term financial health, not deviating materially from board-stated priorities. More specifically the President & CEO will ensure:

- an annual budget is prepared and followed in which total expenses shall not exceed available organizational resources,
- all reports, fees and documentation required by local, state & federal laws are completed and filed in a timely and accurate manner,
- internal controls, based on best practices, are in place to provide reasonable assurance on the reliability of financial reporting, effectiveness and efficiency of the operation, protection of organization assets and compliance with applicable laws and regulations, and
- all grant and restricted funds are spent in accordance with their intended purpose.

The President & CEO is authorized to sign individual checks on behalf of the Boys & Girls Clubs of Yellowstone County in an amount not to exceed \$1,000 with all checks over that amount requiring a second signature from an authorized Board Member, which will include the Board Chair, Vice-Chair, Secretary/Treasurer and Chair Emeritus.

The President & CEO will operate any resource development, lobbying or managerial activity not discussed elsewhere in a manner which is legal, ethical, prudent and embodies sound business practices and falls within the mission of the Boys & Girls Clubs of Yellowstone County.

Background Check & Service Eligibility Policy

Background Check Requirements

The Boys & Girls Clubs of Yellowstone County will conduct social security number/name-based criminal record searches on all employees, board members and repetitive program volunteers. These criminal background checks will be completed prior to the individual's service with the Club and repeated every twelve (12) months. At a minimum these background checks will:

- verify the person's identity and legal aliases,
- provide a national Sex Offender Registry search, and
- provide a national criminal record search.

Employment & Volunteer Disqualifications

In accordance with state and federal laws, all background check findings shall be considered by the Boys & Girls Clubs of Yellowstone County when making employment or volunteer decisions. The Boys & Girls Clubs of Yellowstone County is prohibited from hiring or engaging potential staff, board members or volunteers – or continuing to employ or engage current staff, board members or volunteers – who have direct, repetitive interaction with youth if such individual:

- Refuses to consent to a criminal background check;
- Makes a false statement in connection with such criminal background check;
- Is registered or required to be registered on a state or national sex offender registry;
- Has been convicted of a felony consisting of, but not limited to:
 - o Murder
 - o Child abuse
 - o Domestic violence
 - o Abduction or human trafficking
 - o A crime involving rape or sexual assault
 - o Arson
 - o Weapons
 - o Physical assault or battery
 - o Drug possession, drug use or distribution of drugs in the last ten (10) years; or
- Has been convicted of any misdemeanor or felony against children, including child pornography.

Additional Employment Disqualification

In addition to the disqualifications already listed in this policy, an individual will be ineligible for employment with the Boys & Girls Clubs of Yellowstone County if they have been convicted of:

- Driving Under the Influence (DUI), or
- Minor In Possession (MIP) within the last two years.

Filing & Retention of Background Checks

All completed background checks will be placed into each individual's personnel file and secured in the Human Resource cabinet located in the Program Support Center. All background checks will be retained as long as the individual's file.