

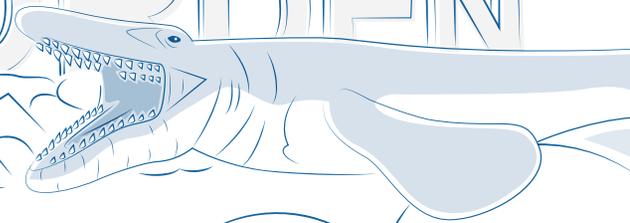
# YiP Info

## About Your Committee

Develop your committee, write your mission statement, and learn about consensus and critical thinking.



MORDEN



MORDEN AREA  
FOUNDATION  
for good, forever

# Youth in Philanthropy

A program of the Morden Area Foundation

## How to form your committee

To help make your Youth in Philanthropy year the best ever, there are some things to think about as the committee is formed. Some basic guidelines will help members work together efficiently and effectively.

- Are there enough committee members? (minimum 5)
- Is the committee diverse? (The more perspectives that are represented, the more effective grantmaking will be.)
- What are the leadership roles and how will it be decided who take these on?
- How often will the committee meet? When, where, and for how long?
- How formal will meetings be?
- How will decisions be made? (Will a consensus be used or a voting process?)

Recruiting new members - How to get the word out about YIP?

## Who to look for

Students with time, energy, interest, and enthusiasm for the program will probably be the most reliable and work the hardest. But remember, students are busy!

## Prevent drop-off

It is common that after the first few meetings, the number of participants may drop a little.

Remember, the group does not have to be large to be successful — quality (dedicated members) is more important than quantity! But, if a big drop-off is noticed, try to make sure that all members have a role and something specific to do, most of the time. Delegate action items to everyone; make sure the same few people do not handle all the work. Try to make sure everyone feels needed or valued.

If there is a large committee, divide into sub-committees based on the areas of focus for granting. Or, create a sub-committee that explores fundraising ideas, or looks for community service and volunteer opportunities for the committee to focus on.

## Why do you YIP? How do you get involved?

Chances are, someone out there wants to participate for the same reasons you do. So, make sure you share your story and invite them along! Here are some ways to recruit people to the team:

### Recruitment Tools and Ideas:

**Posters and brochures:** Provided by the Morden Area Foundation, upon request, or created by the committee!

**Bring a friend policy:** Everyone on the committee brings one new person to a meeting

**Word of mouth:** People like to be asked to participate in activities

**Presentations:** Set up a booth or table to promote YIP at open houses/club fairs/school assemblies, or ask if the YIP committee could make a brief presentation in classes

**Host an information session:** Invite interested YIPsters to an information session

**PA or school newspaper/newsletter announcement:** Create an ad or article

**Facebook:** Invite them to like the 'Morden Area Foundation' and be sure to submit information to the MAF to be posted on your behalf

**Website:** [www.mordenfoundation.ca](http://www.mordenfoundation.ca)

# Committee Roles and Responsibilities

To work together efficiently, it is recommended to assign roles among committee members. This can be done by nomination, election, or volunteering, depending on the size of the committee and the experience levels of the members. The committee could rotate roles among members.

## Co-Chairs

**(We recommend having two)**

- Set the agenda for each meeting.
- Run the meetings and keep everyone on track.
- Make sure everyone gets a turn to speak.
- Ensure sub-committees (if applicable) are on track.
- Coordinate any projects the group is working on.

## Secretary

- Takes minutes during meetings.
- Has the previous meeting's minutes on hand.
- Keeps an accurate membership list.
- Keeps a copy of all letters sent out and information accumulated by sub-committees contact person.
- Contacts all committee members about meetings and events.
- Keeps an attendance list. (ie. if a member cannot attend a meeting, the contact person should be informed)

## Communications Contact

- Provides information on the committee to school newspaper, yearbook, etc.
- Takes all committee pictures (site visits, etc.)
- Helps recruit new members by putting up posters, distributing handouts, making PA announcements, etc.
- Acts as a spokesperson if your committee is contacted by media, and/or contacts media and also to inform the Morden Area Foundation (MAF) if the committee has an exciting story to tell. The MAF will be very helpful in spreading the word.

## Morden Area Foundation Rep

**(Up to two. If you have two, one must be in grade 11 or lower)**

- Attends at least one Board meeting at the MAF office throughout the year.
- Act as a liaison between the YIP committee and MAF.
- Forwards information to the MAF to be posted on the MAF Facebook page and/or added to the YIP webpage on MAF website.
- Submit a short report on site visits made and/or fundraising events.

## Staff Advisors

- Support the committee, but ensure students do research, administration and decision-making.
- Keep students on track and make sure the committee meets all deadlines; act as a final check to make sure all tasks have been completed correctly.
- Encourage students to consider all points of view, and play devil's advocate, if required.
- Act as a liaison between the school committee and the Morden Area Foundation.
- Step in if the committee is having irreconcilable differences.

## Treasurer

- Keeps track of all funds that have been raised and how much is in the endowment fund.
- Keeps track of all administrative grant expenses

# Mission Statement

Creating a mission statement for the YIP committee is a way to ensure all members are working towards the same goals. The statement will also be useful when telling others about the work the YIP committee does. A mission statement describes the overall objective of the committee.

The statement should define:

## WHAT

the committee does.

## HOW

the committee does this.

## WHO

the committee does this for.

### Some things to think about before developing the mission statement:

- Why did you join YIP? What do you think is the most important part of YIP?
- If you have been in YIP before, what do you like best about it?
- What do you hope to accomplish this year?
- What are the strengths and unique traits of the YIP committee and its members?
- Who benefits the most from the YIP program?
- When you describe YIP to your friends and family what do you say?

# Consensus or Voting?

## Consensus

Consensus is the process of bringing many opinions or diverse elements together in agreement. Consensus does not always mean that everyone thinks the final decision made is the best one, or even that they are sure it will work. It means that everyone felt his/her position was heard, understood, and respected.

## Voting

Voting is a democratic process by which each committee member expresses agreement or disagreement with a proposal. While voting may be easier and less time consuming than consensus building, it sometimes leaves people with hard feelings and sets up a “win or lose” scenario. If you choose to make decisions by voting, it is very important to ensure everyone has a chance to give their opinion and share information before the vote takes place.

**Did you know that you can put your involvement in YIP on a resume?  
If you are an interschool rep or a co-chair, that’s added leadership experience!**

# Co-Chairs

## Meetings

- Assign tasks/deadlines to as many different committee members as possible. Doing this will free up the co-chair's time and keep everyone involved.
- Make an agenda for each meeting – having a plan keeps the committee on track! This can be done with the committee, staff advisor, or just by the co-chair.
- At the start of each meeting, make sure everyone knows each other. At the end of each meeting, make sure everyone knows what their tasks are.
- Determine how decisions will be made: consensus or voting.
- Make sure everyone gives their opinion and has a chance to be heard.
- Use the agenda or calendar to keep track of meetings, activities and deadlines.
- Keep all meeting attendance records and minutes in one place.
- Do not be afraid to ask for help or advice!

## Critical Thinking

- Identify what each member knows and does not know; consider as many different perspectives as possible.
- What is the problem to be solved? What decision needs to be made and who will make it?
- Come up with as many possible solutions as possible.
- Think through possible problems or issues. Is there a way everyone can be happy?
- Let others know about the plan and ask for input.
- Put the solution in action.

## Attendance

Attendance at all meetings is important. Remind committee members that if they cannot make it to a meeting, they need to be responsible and tell someone. If a pattern is noticeable of certain people not coming to meetings, the rest of the committee may reassess that member's role. To prevent having to make a more difficult decision down the road, the YIP committee may choose to set a policy at the beginning of the year, stating attendance expectations and repercussions for missing meetings.

## Learning to Listen

One of the most important things for a leader to possess is good listening skills. We all tend to judge, evaluate, approve or disapprove of what others say. To effectively communicate, it is important to listen with an open mind and provide constructive criticism, if necessary. Ideas should be discussed, coming up with alternate solutions if necessary. Working together strengthens the group, and the ideas.

# Summary

- 1. Recruit members: are there enough people and is the group diverse enough?**
- 2. Assign roles and create sub-committees: who will be doing what?**
- 3. Develop a mission statement: the who, what, and why of the committee.**
- 4. Identify how decisions will be made: consensus or voting – which works better for this YIP committee**

## Questions?

Contact: [info@mordenfoundation.ca](mailto:info@mordenfoundation.ca)

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