

# Information package for prospective members of the Youth Challenge Vanuatu Board of Directors

Youth Challenge is seeking passionate and committed people to voluntarily serve on its Board of Directors for the upcoming 3-year term of 12<sup>th</sup> August 2021 to 12<sup>th</sup> August 2024.

## Who is Youth Challenge Vanuatu?

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Youth Challenge Vanuatu (YCV) is a registered charitable organisation in Vanuatu and has been working with Vanuatu's young people since 2001. Youth Challenge Vanuatu aspires to empower young people to reach and realise their potential through community development, leadership, business, career and employment programs and services.

YCV has been fulfilling its vision for youth development through:

- identifying and training young leaders;
- providing youth with quality employment and business training and work opportunities;
- working in partnership with community stakeholders, employers and donor organisations;
- engaging local and international volunteers in youth leadership and community development programs;
- providing essential employment seeking services and advice to drop-in members.

Youth Challenge Vanuatu currently operates four major programs:

### **Redi Blong Wok**

This program is for youth aged 18 - 35 to gain skills and experience to find employment. Participants are trained in life skills, first steps to business, computer basics and job seeking and workplace success courses. They are then placed with organisations around Port Vila for 8 - 10 weeks of work experience.

### **Redi Blong Bisnis**

This is a practical program for youth aged 18-35 who wish to develop their own enterprises. Selected youth are trained in life skills, introduction to business and business planning. They attend a marketing forum and conduct market research for their business ideas. They then have access to a small business loan to begin their enterprises if their ideas are sound. Following this they are supported by mentors and YCV staff and their business networks through one-to-one progress meetings and monthly seminars.

### **Youth Centre Services**

This is a drop-in space for all youth in Port Vila aged between 16 and 35. Youth can access

resources for employment and small businesses including; computers, job and small business counsellors, employee rights information, job advertisements, seminars, books and brochures as well as a friendly space to relax with other centre members. Membership is 100VT per year (it is free to all youth involved in YCV programs).

### **Vanuatu Wok Website**

Vanuatuwok.vu is a Vanuatu owned jobs board. It is run as a not for profit business. Job listing start from VT 3,900.

Employers are able to submit, relist, view and remove their job listings. Job seekers are able to submit their profile, post their resume and be found by employers.

The proceeds made from job listings on this website are invaluable in helping us provide the services and support to help youth in employment, strengthening our community.

For more information about the website, go to [www.vanuatuwok.vu](http://www.vanuatuwok.vu)

## **What is YCV's Board of Directors responsible for?**

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The Board of Directors is the legal authority for Youth Challenge Vanuatu. A Board member acts in a position of trust for the community and is responsible for the effective governance of the organisation. The main responsibilities of the YCV Board are to:

- provide strategic guidance to the organisation;
- oversee policy development;
- support the Executive Director, including hiring and evaluating;
- provide financial and management oversight and monitoring;
- represent YCV in the community and provide an important link between other non-profit and for-profit organisations.

The Board consists of six to nine members, with two of the positions held by elected Youth Member Representatives of Youth Challenge Vanuatu. The Board includes an Executive Committee made up of the Chairperson, Vice Chairperson, Secretary and Treasurer.

The Board hires an Executive Director to implement the organisation's policies and manage day-to-day operations of the organisation. The Executive Director is accountable to the Board. Other staff and volunteers are accountable to the Executive Director. These staff and volunteers implement YCV's programs and services. Board members should carry out their duties in a spirit of partnership and shared responsibility with the staff of Youth Challenge Vanuatu.

## **Who is YCV looking for to serve on their Board?**

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YCV is looking for community members dedicated who are willing to share their time and expertise to further the organisation's development and promote YCV's work in the community. In particular, YCV is seeking Board members who have expertise in finance, management, law, community development, fundraising and public relations and/or human resources. People experienced in youth engagement, vocational education and/or business would also be highly regarded. All Board members must be motivated and committed to engage in Board activities, be passionate about youth issues, be good communicators and

team members and able to make good decisions. YCV is seeking both female and male Board members and encourages young leaders, especially YCV Alumni, to apply.

Requirements of Board membership include:

1. Resident of Vanuatu.
2. Commitment to the work of Youth Challenge Vanuatu.
3. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.
4. Time commitment of approximately four to ten hours per month (includes Board preparation, Board meeting and any Committee meeting time plus ad hoc Board development activities).
5. Attendance at Board meetings.
6. Active preparation and participation in the discussions and deliberations of the Board.
7. Willingness to serve on Board sub-committees, as needed, and actively participate.
8. Attendance at Annual General Meetings.
9. Be informed of the services and programs provided by Youth Challenge Vanuatu and publicly support them.
10. Provide support for, and participation in, special events at Youth Challenge Vanuatu.
11. Be aware of, and abstain from, any conflict of interest, and abide by any other Board policies relating to conduct.

## What would I do as a Board member?

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As a Board member, you will provide leadership and use your special skills and experience to help YCV achieve its vision for youth in Vanuatu. All Board members will be expected to volunteer their time to actively participate (in person and by email) in Board activities including: participating in strategic planning; approving organisation policies; approving management recruitment and hiring; reviewing reports; assessing funding proposals; negotiating with funding agencies; representing YCV at external forums; and providing financial oversight. YCV also appreciates Board members' involvement in other activities such as: contributing programming ideas; assisting with fundraising and proposal development; representing youth voices; and strengthening YCV's links with other organisations, business and government.

Four Board members will be elected to serve in the Executive Committee, while all Board members are expected to take part in special Committees as needed, including the Finance & Audit Committee, Nominations & Governance Committee and Resource Development Committee. Details of General Board member and Executive Committee member roles and responsibilities are outlined below.

### **General Board member roles and responsibilities**

All Board members should be fully informed on organisational matters at Youth Challenge Vanuatu, and undertake the following:

1. Oversee the development and implementation of Youth Challenge Vanuatu's programs.
2. Approve the hiring and release of the Executive Director, including managing the Executive Director's employment contract.
3. Support and participate in evaluating the Executive Director.
4. Oversee the maintenance and control of Youth Challenge Vanuatu's assets and finances.
5. Ensure that the Annual General Meeting is organised each year and attend the Annual General Meeting.
6. Meet as a Board on a quarterly basis, at a minimum, and stay informed of Youth Challenge Vanuatu's work in general.

7. Develop, approve and monitor all Board policies.
8. Prepare for and participate in the discussions and the deliberations of the Board.
9. Be aware of and abstain from any conflict of interest.
10. Assist in any other management responsibilities that may be required to promote the work of Youth Challenge Vanuatu.
11. Actively contribute to the ongoing development and promotion of Youth Challenge Vanuatu.
12. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Youth Challenge Vanuatu's mission.

**Chairperson roles and responsibilities:**

1. Oversee all Board meetings, as well as any committee meetings and works together with the Executive Director in the preparation of meeting agendas.
2. Work as part of the Executive Committee, along with the Executive Director, the Vice-Chairperson, the Secretary, and the Treasurer.
3. Ensure the successful functioning of the Board.
4. Act on behalf of the Board when required.
5. Assist the Executive Director in the recruitment of new Board members and in ensuring their orientation.
6. Oversee searches for new Executive Directors.
7. Coordinate the Executive Director's performance evaluations.
8. Periodically consult with Board members on their roles and helps them assess their performance.

Note: In the absence of the Chairperson, the Vice-Chairperson shall fill the duties of this position.

**Vice-Chairperson roles and responsibilities:**

1. Attend all Board meetings.
2. Work as part of the Executive Committee, along with the Executive Director, the Chairperson, the Secretary, and the Treasurer.
3. Carry out special assignments as requested by the Board Chairperson.
4. Understand the responsibilities of the Board Chairperson, and be able to perform these duties in the Chairperson's absence.
5. Participate as a vital part of the board leadership.

**Secretary roles and responsibilities:**

1. Attend all Board Meetings.
2. Work as part of the Executive Committee, along with the Executive Director, the Chairperson, the Vice-Chairperson, and the Treasurer.
3. Review Board minutes and ensure the safety and accuracy of all Board records.
4. Understand the responsibilities of the Board Chairperson, and be able to perform these duties in the Chairperson and Vice-Chairperson's absence.
5. Provide notice of meetings of the Board and of any committees when such notice is required.

**Treasurer roles and responsibilities:**

1. Attend all Board Meetings.
2. Work as part of the Executive Committee, along with the Executive Director, the Chairperson, the Vice-Chairperson, and the Secretary.
3. Understand financial accounting for nonprofit organisations.
4. Manage the Board's review of, and any action related to, the Board's financial responsibilities.
5. Work with the Executive Director and the Chief Financial Officer to ensure that appropriate financial reports are made available to the Board on a timely basis.
6. Present the annual budget to the Board for approval.

7. Review the annual audit and answer Board Members' questions about the audit.

## How much time would I need to commit to volunteering?

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Board Members are elected by the membership at the Annual General Meeting, and shall serve for a three-year term. Board members may be released at the end of the elected term, by resigning, or they may choose to stand for re-election for no more than one additional three-year term.

YCV expects Board members to commit to volunteering their time throughout the year. Current time commitments include:

- Attendance at quarterly Board meetings (2 hours every 3 months) and participation in online discussions and short meetings when necessary.
- Participation in Board Orientation and follow-on workshops (0.5-1 day each).
- Participation in semi-annual strategy sessions/ Annual retreat (1-2 days each).
- Work on specific Board related tasks in between Board meetings (approximately another 4 hours/month).
- Serve on one of the Board's three Committees (Nominations & Governance, Finance & Audit, Resource Development) (2- 4 hours/ month).
- Participate in 1 – 2 community events during the year.

## Why would I want to be a Board member?

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As a YCV Board member, you will be directly contributing to programs that provide Vanuatu's young people with leadership, employment and business opportunities. You will gain experience in organisational leadership and governance and volunteer alongside likeminded people. You will meet young leaders and share in their successes due to their involvement in YCV's programs.

## How do I apply?

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This application will enable the current YCV Board to make appropriate choices of Board members for service to YCV and the Ni-Vanuatu young people it works with.

Applicants should first read and understand the requirements and expectations of Board membership, along with Board member job descriptions and then submit a completed application form to YCV before 20<sup>th</sup> July 2021. Applicants must also include details of at least one professional and one character reference which will be contacted before approval as a Board member. Successful applicants will be nominated to stand for election during the YCV Extra Ordinary Annual General Meeting on the 12<sup>th</sup> August 2021.

***If you are elected as a YCV Board member, you will be required to submit a current Police clearance letter and to sign YCV's Child Protection Policy and Code of Conduct.***

Noel Steven Sawia, Youth Challenge Vanuatu, PO Box 1105, Port Vila or email: noel.steven@ycv.vu

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**Please return this application to the above email/ postal address by 20<sup>th</sup> July 2021.**

Name \_\_\_\_\_

First

Last

Known as

**1. Residence**

Address

\_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**2. Current employer**

Name

\_\_\_\_\_

Your title/ role

\_\_\_\_\_

Preferred method of contact ( ) Email ( ) Phone

3. Relevant experience and/or employment: Please attach CV

4. Please tick area(s) of interest or experience you feel you can contribute to support YCV:

- |  |   |
|--|---|
| <input type="checkbox"/> Youth engagement                        | <input type="checkbox"/> Management/ Administration           |
| <input type="checkbox"/> Business/ livelihoods/ entrepreneurship | <input type="checkbox"/> Public relations/ Communications     |
| <input type="checkbox"/> Community development                   | <input type="checkbox"/> Fundraising                          |
| <input type="checkbox"/> Training/ Education                     | <input type="checkbox"/> Proposal writing                     |
| <input type="checkbox"/> Finance/ Accounting                     | <input type="checkbox"/> Program design and/or implementation |
| <input type="checkbox"/> Strategic planning                      | <input type="checkbox"/> Program evaluation                   |
| <input type="checkbox"/> Governance                              | <input type="checkbox"/> Human resources                      |
| <input type="checkbox"/> Leadership                              | <input type="checkbox"/> Government                           |
| <input type="checkbox"/> Non-government organisation             | <input type="checkbox"/> Other (specify)                      |
| <input type="checkbox"/> Legal                                   | <input type="checkbox"/> Other (specify)                      |

5. Please list boards and committees that you serve on, or have served on (business, community, political, professional, recreational, religious, social).

Organisation	Role/ Title	Dates of Service
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6. What experience do you have working with young people?

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7. Why are you interested in serving as a Board member for YCV?

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8. How do you feel YCV would benefit from your involvement on the Board?

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9. Please list any groups, organisations or businesses that you could serve as a liaison to on behalf of YCV.

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10. Please share any other information you feel relevant for consideration of your application as a YCV Board member.

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11. If elected to the Board, would you be interested in serving in the Executive Committee?

Yes  No

If Yes, which position/s would you be interested in? (Tick all relevant)

Chairperson  Vice-Chairperson  Secretary  Treasurer

**Thank you very much for applying.**

***A representative from YCV will be in contact to advise you if your application has been approved and you will be nominated as a Board member candidate in the election.***