

The Night Ministry's Associate Board

The Associate Board (AB) of The Night Ministry is made up of a network of young professionals in the Chicago area. The mission of the AB is to support the overall mission and activities of The Night Ministry. As ambassadors of the agency, members should be engaging community members through fundraising, networking, and advocacy events targeted to young professionals. The AB will put on at least one Associate Board event annually, in addition to supporting other events for The Night Ministry.

Benefits of Joining The Night Ministry's Associate Board

- Give back to the community by supporting an organization doing vital work
- Network with other young professionals in the Chicago area
- Develop your professional and leadership skills and your potential to join a board of directors in the future
- Play an active role in engaging other young people in the work of The Night Ministry
- Gain a deeper knowledge and understanding of the nonprofit sector
- Meet other passionate young people and have fun!

Requirements of Associate Board Members

Active Members should:

- Attend all general AB quarterly meetings
 - **Executive Committee** will additionally meet on a monthly cadence
- Contribute and/or fundraise a minimum of \$300 annually for The Night Ministry
 - **Executive Committee members** must contribute and/or fundraise \$500 annually
 - **At Large members** must contribute and/or fundraise \$500 annually, and do not have to meet other commitments
 - Note: Contribution and/or fundraising minimums can be met via sponsorships/tickets/donations from self/family/friends/employers
- Participate in assigned Committee duties and meetings
- Attend/Buy Tickets to Night Lights and a minimum of 2 other events put on by the Associate Board or The Night Ministry, which includes Service Saturdays and Lighting Up the Night
- Follow The Night Ministry's and AB's Social Media Accounts and share it with your personal account when applicable

Membership Terms:

- Active members will sign a commitment letter for each fiscal year (Fiscal Year = July 1 - June 30).
- Executive Committee roles will need to be held for at least 1 Fiscal Year; decision to leave after current term will need to be provided at least one quarter prior to term end to help with transition of new chair
 - Note: Night Lights Chair may serve a separate calendar for their fiscal year term requirement

Descriptions of AB Leadership Positions

President(s)

- Preside over the Associate Board
- Appoint Executive Committee Members
- Present to the Associate Board at least quarterly of all activities and accomplishments of the fiscal year
- Attend The Night Ministry Executive Board meetings and/or appoint individuals to attend and present back to the Associate Board when applicable
- Serve as ex officio of all Committees and Special Projects
- Partner with The Night Ministry Staff and Executive Board Liaisons to understand all activities that impact the Associate Board mission and goals

Treasurer

- Manage the AB budget and monitor fund level at all times
- Provide quarterly financial updates on the Associate Board's financial progress to Executive Committee, Night Ministry staff, and AB General Meetings
- Provide monthly updates to Executive Committee
- Provide Google Spreadsheet Tracking links along with PDFs as part of meeting minutes after quarterly meetings
- Track individual member financial contributions and allow for committee chair to have like look-ins
- Include Night Lights Goal into Budget
- Track Give/Get with monthly reporting - obtain from TNM staff
- Oversee financial transactions before, during, and after AB events and coordinate with event chair regarding check-in procedures
- Review and approve budget change requests from Executive Chairs throughout the year, in consultation with the President(s)

Secretary

- Compile meeting notes and send to the AB after every meeting; Store copies in Google Drive
- Send out email reminders to the AB before events and meetings
- Request agenda items and assemble meeting agendas prior to meetings
- Draft ENews - Monthly Letters to AB members to let them know of key events coming up
- Send out quarterly (or semi-annual) individual reminders to AB members on how they are doing with financial and volunteering commitments - Work in conjunction with other Exec Chairs
- Track attendance of AB General Meetings and Exec Meetings and update trackers accordingly

Membership

This committee helps execute annual membership objectives for the AB. The committee is responsible for recruiting prospective members, overseeing the membership application process, and sustaining active membership engagement (in partnership with other chairs).

- Coordinate the AB's New Member process
 - Need to define overall new member application process for FY2020, including introduction of "General Member/Volunteer" tier of membership (**to be confirmed at 2/3 Exec Board meeting*)
 - Help plan onboarding of new members through new member orientation before every quarterly board meeting, and have an individual informal meeting with each new member if necessary.
 - Develop 1-pager guide on application and onboarding process
- Monitor the AB's e-mail account and manage all member communications, looping in other chair members as needed
 - Respond to prospective members within SLA
 - Automated response for prospective member emails to let them know we will be in touch
 - Automated addition of prospective member information to Member Database
 - Respond to prospective members and inform them of process to be a member of the AB
- Plan engagement events for members and prospects

Night Lights Chair

Responsible for the development and implementation of the AB's annual fundraising event - Night Lights. Develops and monitors event goals and measurements for the annual event, while coordinating and completing tasks such as:

- Event budget development and reporting
- Vendor contacts and relationship development for future events
- Task lists and timeline
- Assign event volunteers
- Communication to staff of The Night Ministry and the AB
- Track sponsorship outreach
- Track ticket sales
- Work with Marketing Chair for marketing and promotion of the event
- Work with Treasurer to provide updates on financial goals and report outs of AB efforts
- Ensure all members, Inactive members, Volunteers, etc.. are volunteer

Community Partnerships

- Responsible for coordination and fundraising efforts in collaboration with community partners, which will help raise additional funds for the AB.
- Plan for events in communities all around Chicago to get the word out

- Organize and promote smaller fundraising events by partnering with businesses throughout Chicago.
 - Example: The AIDS Run/Walk held annually in October (goal of \$10,000 for The AIDS Foundation of Chicago)
- Other Community Partnership events should be explored within the community, including small businesses, restaurants, corporations, shops, etc.
- Track attendance of AB Members at Community Partnership events

Service Advocacy

- Develop and organize regular volunteering and advocacy opportunities for all members
 - Point person for all members to come to with ideas or suggestions on advocacy opportunities
- Engage 3rd parties interested in The Night Ministry's cause or programs, with staff approval
- Track hours via Spreadsheet/Survey & Report out hours volunteered to date
 - Ability to track individual AB Member hours
 - Decide on number of hours to volunteer

Marketing Chair

The Marketing Chair will drive and execute the marketing strategy of the AB as a whole, creating engaging material that helps the AB share its mission, connect with base supporters, and create a brand identity. The chair is responsible for developing marketing plans and marketing materials to promote AB fundraising, volunteering, and social events. The committee will also oversee the use of social media for the AB, with approval from The Night Ministry.

- Develop marketing strategies for AB events and volunteer opportunities
- Assist with the creation and distribution of event invitations and announcements
- Manage and promote the use of various social media channels
- Provide AB members on ways to post things on different mediums to attract non-friends to donate and attend events