



Urban Nature Partners PDX

ADMINISTRATIVE COMMITTEE PROGRAM BACKGROUND and COMMITTEE DESCRIPTION December 2017

About Our Program

Urban Nature Partners PDX empowers youth from underserved neighborhoods through building long term mentoring relationships and providing access to meaningful outdoor experiences. Mentor-youth activities take place in easily accessible outdoor areas in and around Portland, are driven by the interests and abilities of each youth, and are relevant to a young person's culture and background. Group events include their family members so everyone gets to enjoy all that our great urban greenspaces have to offer. For more information, go to: <http://urban-nature-partners.org>.

The UNP-PDX program was started in January 2014 by Founder and Director Kristin Bowling. 32 youth in 4th-8th grades have been enrolled with mentors since spring 2014, in five cohorts from Harrison Park, Cesar Chavez, and Harvey Scott Schools. 19 of those youth are currently enrolled and have been for 7- 43 months. Another annual recruitment is planned in Spring 2018.

Committee Role

UNP-PDX is fiscally sponsored by Impact NW. As such, the Administrative Committee is a non-governing, consensus-based working group whose primary roles are:

- Assist with the administrative work of the program, in areas such as: mentor recruitment, training, and support; implementation of our new Strategic Plan; and fundraising.
- Provide professional expertise and guidance to the Director and each other per each member's knowledge and skill base, and represent UNP-PDX professionally and proactively in the community.
- As a group, guide UNP-PDX through its growth phase in year five and beyond. This includes garnering sustainable funding through diverse methods, building a formal leadership program component for older youth, and facilitating the transition to independent 501c3 status.

Committee Structure

Urban Nature Partners PDX Administrative Committee is a non-voting, consensus based body. All members are expected to work toward consensus for the good of the organization. If consensus is not able to be reached, final decision making power will remain with the Director as the founding party.

Each member will commit to working in one or more Work Groups, and will work independently but maintain contact with the Director on task progress. Oversight of work by other volunteers and interns may be delegated to a lead committee member.

Committee Responsibilities

Though the Administrative Committee does not have governing responsibilities, the good faith commitment of members to the mission elements of *youth empowerment, social justice, and environmental education*; the public reputation of the organization; and the sustainable growth of the program is of utmost importance.

Each Administrative Committee member has the following responsibilities:

- Complete a volunteer application with our fiscal sponsor, Impact NW, and agree to its terms, including submitting to a background check.
- ***Commit to a one-year term of volunteer service at an average of 10 hours per month*** (more or less depending on the flow of work in a member's focus area throughout the year); report hours monthly in a timely fashion.
- ***Attend the majority of quarterly all-Committee meetings***, and schedule and attend additional Work Group meetings as needed with the Director and/or other volunteers.
- ***Contribute a monthly donation in an amount that is meaningful to the committee member's financial status.*** Help identify, publicize and attend at least one fundraising event per year, and help publicize and solicit individual donations and automatic giving program participation.
- Build connections to program operations and people by attending at least one group outing per year and one mentor happy hour training per year.

Committee Members may also be asked to assist with the following:

- Represent UNP-PDX at networking events and meetings; attend occasional trainings as available to enhance knowledge and skills.
- Assist in recruiting, interviewing, and selecting new mentors.
- Identify, nominate and train new members to perpetuate the Committee.
- Give feedback on the work of other Committee members and the Director, and self-evaluate.

Committee Benefits

Serving on the UNP-PDX Administrative Committee provides the following benefits:

- Small stipend available for members from diverse and/or low income backgrounds, or that are students. *Prior agreement necessary; subject to budget availability.*
- College credit available as desired.
- Opportunity to learn new knowledge and skills from fellow committee members; may shadow the Director or any member on request.
- References provided for any future employment or education opportunity.

Please direct inquiries about serving on the Administrative Committee to Director Kristin Bowling at urbannaturepartnerspdx@gmail.com, or 541-281-7162.