



# Urban Nature Partners PDX

## BOARD OF DIRECTORS PROGRAM BACKGROUND and BOARD SERVICE DESCRIPTION March 2023

### **About Our Program**

Urban Nature Partners PDX empowers youth from historically marginalized Portland communities 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 outings are family inclusive, and UNP connects youth to summer camp and leadership activities internally and through partners to cultivate further outdoors skills and promote well being and future job opportunities as youth grow. 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. To date, we have served 62 youth in 3<sup>rd</sup>-9<sup>th</sup> grades from 47 families from 5 historically marginalized Portland neighborhoods, for 1-6 years each.

### **Board History**

Beginning as a fiscally sponsored organization, UNP-PDX was guided by an Administrative Committee in 2017 and 2018 to oversee growth in accordance with the first Strategic Plan (2017-2022).

In February 2019, UNP-PDX was granted independent 501(c)(3) status following the adoption of bylaws in November 2018, and the filing of articles of incorporation in January 2018. Urban Nature Partners seated its first official Board of Directors in 2019. 2023 represents the 5th year having an official board, and the 7th year having a governing body.

*We are currently seeking to expand our board to at least 7 members to deepen our capacity, to diversify our membership to more closely align with the communities we serve, and to widen the support tasks that board members are able to provide to the small staff.*

### **Board Responsibilities**

As a young, grassroots organization, UNP-PDX depends on a "working Board" to complement the work of its small staff and volunteers. In addition to following bylaws, conflict of interest guidelines, and other policies, UNP-PDX Board members agree to the following terms:

- ***Commit to a 1-3 year term of volunteer service as a Director 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. *New board members serve for an initial 1-year term.*
- Attend the majority of Board meetings, and coordinate and attend work group meetings as needed with other Directors. Board meetings are held bi-monthly with ad hoc meetings occurring as needed to adequately oversee the work of the organization.
  - Provide professional expertise and guidance to the Program Director, other Board Directors, Advisors, and other UNP-PDX volunteers, staff, interns, and contractors as qualified.
  - Attend at least one group outing per year and one mentor happy hour per year to understand/experience program operations and connect with mentors and staff.
  - Help plan, publicize and attend at least one fundraising event per year.
  - Attend initial and ongoing DEI trainings, and participate in other developmental activities as needed to effectively fulfill board roles.
  - Leverage personal and professional networks to help identify potential partners, supporters, funders, and volunteers, and represent UNP-PDX professionally and proactively in the community.
  - Contribute a monthly donation in an amount that is meaningful to the committee member's financial status.
  - *Additionally, in order to protect each other and the marginalized communities we serve, all UNP staff and volunteers including Board Directors are currently required to be fully vaccinated against COVID-19 and to receive recommended boosters.*

**In 2023, we are especially seeking the following qualifications in new Board members:**

- *People of color, from immigrant backgrounds, Spanish speakers, and others who share similar demographics and life experiences with the diverse and low income youth and families we serve.*
- Previous experience in writing and/or implementing a nonprofit Strategic Plan or similar long range planning process.
- Experience in building and maintaining community based fundraising opportunities, cultivating donors, and/or helping plan and execute fundraising events.
- Experience developing and supporting DEI initiatives, and helping recruit and support a diverse/BIPOC workforce, mentor cadre, and Board members.
- Knowledge and skills in creating and maintaining policies and procedures, and ensuring compliance with Oregon non-profit organization standards and regulations.
- *Please note that from 2021 onward, all new staff, mentors, and board members will be required to be vaccinated against COVID and receive recommended boosters in order to minimize risk to each other and the vulnerable communities we serve.*

**Folks with skills relevant to the following roles are sought in 2023, though general board member seats are also accepted:**

***President or Co-President:***

Leading the Board of Directors in setting and meeting objectives and performing its duties and responsibilities, including: leading the completion and implementation of the

2023-26 Strategic Plan, leading additional policy development and implementation especially around DEI, setting the agenda for and presiding over monthly Board meetings, acting as the primary liaison to the Executive Director and staff, and serving as the chief representative of UNP-PDX in policy and legal matters.

***Secretary:***

Ensure Board activities are conducted in accordance with Oregon nonprofit law and UNP Bylaws. Record and store official minutes for each meeting, ensure a quorum is attained and all votes are properly recorded.

***Treasurer:***

Work with the organization's accountant to oversee and report on organizational finances and ensure sound financial health; advise/assist Program and Development staff in setting fundraising goals and developing budgets; ensure full and accurate accounts of financial records are maintained.

***Diversity, Equity, Inclusion, & Justice Lead:***

Develop and lead Equity Committee representing BIPOC and other marginalized identities within UNP and our program participants. Directly advise board and Executive Director on appropriate JEDI policies and actions. Oversees completion, implementation, and revision of UNP Equity statement, policy, & plan. Locates or leads appropriate DEI trainings for all UNP mentors, board, staff, and advisors. Pilots development of internal affinity group(s) where UNP staff and volunteers from BIPOC and other marginalized communities can find solidarity and raise concerns, or locates appropriate groups outside of UNP.

***Fundraising Lead:***

Support the Development team and lead other Board members in planning and executing three successful fundraising events annually, meeting the fundraising goals of the 2022 Fundraising Plan for multiple community based fundraising streams, assisting in tracking and maintaining individual donors, and developing reachable goals in the revised Strategic Plan.

***Media & Publicity:***

Work closely with Fundraising Committee, development staff, and programming staff to create social media, print, and/or video content for fundraising, events, and recruitment. Offer technical and creative support; create and maintain a brand style guide. =

***Mentor & Program Support:***

Serve on the Mentor Support Committee alongside staff and advisors. Research and assist with presentation of initial and ongoing mentor trainings, help mentors access other needed resources to become more effective mentors. Assist program staff with new mentor recruitment, interviewing, selection, and matching with appropriate youth. Conduct mentor feedback, retention, and appreciation activities.

***Human Resources / Legal Liaison:***

Collaborates closely with the President, and other Board members as appropriate, regarding UNP-PDX funding, staffing, strategic and program planning, policy, and legal matters. Analyze, advise on, and assist with filling gaps in HR, insurance, policy, and other matters to ensure UNP meets legal requirements, manages risks, and approaches best practices for nonprofit work driven by equity values. Advises on building and maintaining a strong organizational culture, continuously improving internal

communications and relationships, and identifying growth opportunities for Directors, staff, and volunteers.

***IT/ Technical Support:***

Support for website management (SiteGround, WordPress), newsletter (Mailchimp), participant/volunteer/donor data (Salesforce), financial management (Quickbooks online), document management (Dropbox & Google Drive). Analyzes needs, appropriateness of current platforms, and costs to advise on and implement new platforms; manages transitions as needed.

**Committee Benefits**

Serving on the UNP-PDX Board of Directors provides the following benefits:

- Access to peer training and professional training through the Nonprofit Association of Oregon.
- The opportunity to make an impact and contribute to the growth and success of a non-profit organization whose mission is to achieve social equity for, and empower, youth from historically marginalized communities.
- Opportunity to network and develop new knowledge and skills from fellow committee members; understand how a small non-profit organization operates; opportunity to shadow Program Director or other staff or members upon request.
- Take advantage of member perks such as a free sensory deprivation float, a free acupuncture session, and multiple ProDeal discounts from outdoor gear companies.
- Educational credit and/or professional references available.

*To learn more, request an application, and arrange an informational interview, please contact Board Co-President Jon Williams at [jonathan.p.h.williams@gmail.com](mailto:jonathan.p.h.williams@gmail.com), or 871-409-2075.*