



Board of Directors

Chaka Felder-  
McEntire, Ed.D  
*Founder/ Executive  
Director*

Briana Belton-  
Robinson  
*President*

Adia C. Jordan

Dontrell Latta

Margaret Lopes

Kaussar Rahman

Leigh Roberts

Garry Tinney

Angela Wardlaw

Susan Lamar, CPA  
*Financial Advisor*

**BOARD DIRECTOR POSITION DESCRIPTION:**

1. Reference the Board Responsibilities Policy for full guidance.
2. Attend regular meetings of Higher Heights YEP, Inc. Board of Directors, which are approximately one hour and thirty minutes each in duration. Be accessible for personal contact in between board meetings. The board meets on a bi-monthly basis.
3. Be informed about Higher Heights YEP, Inc.'s mission, services, policies, and programs.
4. Provide leadership to board committees. Each board director is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completion time.
5. Commit time to developing financial resources for Higher Heights YEP, Inc. This includes supporting other fund development activities of Higher Heights YEP, Inc. in a manner appropriate for board directors.
6. Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
7. To suggest new, non-board individuals for board and committee membership who can make a significant contribution to the work of the board and organization.
8. Responsibly review and act upon committee recommendations brought to the board for action.
9. Participate in the annual board director self-review process.
10. Participate in the annual board development and planning retreat of each year.
11. Utilize personal and professional skills, relationships and knowledge for the advancement of Higher Heights YEP, Inc.
12. Follow conflict of interest and confidentiality policies as outlined in the organizational bylaws.

Board of Directors

*- a group of persons chosen to govern the affairs of a non-profit organization.*

157 Church Street, 19<sup>th</sup> Floor ♦ New Haven, Connecticut 06510  
Office (475) 655-3117 ♦ Fax (475) 655-3001  
[www.higherheightsyouth.org](http://www.higherheightsyouth.org)





## Frequently Asked Questions

Thank you for your interest in serving on Board of Directors of Higher Heights Youth Empowerment Programs, Inc. Below are FAQs that may assist you in making a good match towards community involvement and philanthropy:

### 1. How many people currently serve on the Board of Directors?

Currently the Board has 4 members. Our bylaws require no more than 9 members.

### 2. Who elects members of the Board?

Professional individual and organizational members in good standing elect new members to the Board at their annual meeting. The Board of Directors votes to fill any vacancies.

### 3. How long are the terms of each appointment?

Board members hold office for a staggered term of a 2 year, 3 year, or 4 year term, until his or her successor is elected and qualifies. Once selected to serve on the board a director will have the option of terms.

### 4. What are Board members' responsibilities?

#### **Board Responsibilities:**

1. Attend Board Meetings
2. Defining the Mission and Strategic Planning
3. Choosing and Evaluating the Executive Director
4. Assuring Financial Responsibility
5. Supporting and Overseeing Programs
6. Participating in Fundraising
7. Keeping the Board Effective

### 5. What is the time commitment?

Board Meetings will be held on a bi-monthly basis, on a day decided on by the members. Meetings are generally one and half hours long, held monthly except for July. Meeting locations are organized by the members. Members attend an annual board retreat in August.

### 6. What about expenses for Board members?

Members are not paid an honorarium for their services, nor are they reimbursed for their travel to and from meetings.

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7. Where can I get more information?

Please feel free to contact Chaka Felder-McEntire, Executive Director at 203-589-5828 or Briana Belton-Robinson, Board Chair at (203) 737-0416.

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**BOARD OF DIRECTORS APPLICATION FORM**  
*Complete this form and return to the Board Development Committee*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Relevant experience and/or employment (please attach a resume)

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Why are you interested in our organization? \_\_\_\_\_

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Area(s) of expertise/contribution you feel you can make \_\_\_\_\_

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Other volunteer commitments

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**For Board Use**

- Nominee has had a personal meeting with board chair, or other board member. Date \_\_\_\_\_
- Nominee reviewed by the committee. Date \_\_\_\_\_
- Nominee attended a board meeting. Date \_\_\_\_\_
- Nominee interviewed by the board. Date \_\_\_\_\_

Action taken by the board: \_\_\_\_\_

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