

SAMPLE JUNIOR BOARD POLICY
(similar to that adopted by Frieda C. Fox Family Foundation in 2006)

Introduction

This family recognizes the importance of instilling a sense of community and helping others, as early as age 8, and encourages attendance and participation in family meetings if children express that interest. Family members are eligible for nomination and election to the board as early as age 18.

As a family foundation committed to maximizing the potential of children and youth, it has been natural to involve our own children, even those well below the age of majority, in the FCF family's philanthropic activities.

It takes but one glance at the FCF Mission and Values to see how a Junior Board is a natural extension of the foundation family.

- *We value a strong and effective learning environment, with dialogue, a sense of inquiry and a self-driven quest for knowledge.*
- *We believe in the importance of education both inside and outside the classroom.*
- *We believe in the universal benefit of people helping each other, and the role non-profits play.*

And, maybe most relevant,

- *We value children understanding their own importance as individuals and as participants in their families and community.*

What better opportunity for these values to guide us, than to establish, and wholeheartedly support our children in, a Junior Board.

Best Practices in the Field

Junior Boards are rare, and generally designate 18 – 35 yr old age range. A few junior boards have been identified in small family foundations across the country, usually for young teens or “tweens”. As our junior board moves into action this year, we will reach out to other family foundations to share ideas and learn from others.

The Council on Foundations conducted a poll regarding foundation's practices for cultivating next generation leadership. Of those responding, the following rated these statements as both Important and Difficult to achieve.

24% Providing avenues for young people to participate in organized philanthropy prior to foundation board service

23% Encouraging young people's participation in planning their own future with the foundation

18% Ensuring an advancement track from training roles to full board service.

14% Mentoring children in giving and volunteering

13% Informing the entire family about the foundation's work

9% Were not concerned about the issue because of a spend out clause or succession plan to non-family leadership.

Therefore, FCF will look to the Junior Board as a vehicle for cultivating fourth generation leadership.

Purpose of the FCF Junior Board

- What the children will learn:

- About philanthropy and how it works
- Skills in grantmaking
- Leadership skills
- Teamwork and communication skills (email, presentation, professional letter writing skills)
- Increased confidence
- Site visit and event skills and opportunities to participate in community efforts
- The important role of non –profits in helping children in their communities who have different experiences, abilities or hardships to overcome.
- About the family business of philanthropic giving and direct client services to non –profits in the community.

Advisors

The Junior Board shall have an Adult Advisor who is a current member of the Board of Directors.

Eligibility for Membership

1. Membership is open to family members ages eight through seventeen years of age and other non-family members by invitation from the Executive Committee.
2. All proposed members must meet the age requirement and demonstrate adequate responsibility, interest and commitment to the foundation, in the discretion of the Executive Committee, with input from the Junior Board Advisor. (once you have a functioning jr. board, you might wish to add an entrance interview with the senior grandparent or other senior family member, for formality's sake. You'll hear great recollections from the kids later, as they grow up, about this).
3. Members must be willing to fulfill the following responsibilities:
 1. Attend, where possible, the portion of the semi -- annual meetings of the Board of Directors where the Junior Board will report on its activities.
 2. Be responsible for checking email and communicating with other Junior Board members and the adult advisor, as necessary.
 3. Research and/or visit, where possible, at least one nonprofit organization in the community which is of interest to the member.

4. Provide the name address and web site of the nonprofit organization, along with a paragraph or two explaining how the member's proposed grant would help to maximize the potential of children or youth in the community.

Grant Funds

1. A Junior Board member may request up to \$2000 per calendar year for grants to non-profit organizations that provide mission aligned programs serving youth in the greater community where the Junior Board member resides. Grant funds may be requested in \$1000 increments twice yearly at Board meetings, or as one \$2000 grant at either of the two semiannual Board meetings.

2. . Funds may be dispersed for the following activities: Program Support; Project Support, General Operating Support for the non-profit organization, or a special project the child wishes to work on with the organization.

3. Procedure for a Grant Nomination:

a. Junior Board Member submits a nominating paragraph to the Adult Advisor.

b. Adult Advisor evaluates the nomination and takes one of three actions - 1) declines the request and redirects the child's interest to more mission aligned work, 2) works with the Junior member to strengthen the request, or 3) approves the nomination for consideration by the Board at the board meeting by submitting the approved request to the Executive Director for inclusion in the Agenda.

c. Junior Board member prepares a Power Point presentation about the request, and presents to the Board, which may then approve or deny the request. Once approved, the E.D. will process the grant award.

d. The Junior board member will be encouraged to draft a paragraph for the cover letter to accompany the grant, and to make the check presentation in person if possible. The junior board member will make a followup report to the Board at the next board meeting, to explain the progress and impact of the grant.

e. Grant Nomination may be submitted ([deadlines are important](#))

f. Expedited Requests: *If the grant request is for a project which by nature of its timeline can not wait until the board meeting, or if the children are unavailable at the regular meeting, the Advisor may submit the request to the Executive Director for expedited consideration by five board members (the Executive Committee, the Advisor, and the two Board Members of the Discretionary Committee), with the Power Point presentation to be made by video conference, or by other means ([decide what works for your foundation](#)).