



The Oliver Foundation Teen Advisory Board Bylaws 2010-2011

What is the Teen Board?

The Teen Board is a body of diverse teens that value health and fitness and are leaders in their schools and communities. Potential Board members will be identified from schools, community, and health care groups, as well as from individuals contacted by members of the Teen Board and the Board of Trustees. Board members will be from 11 years to 18 years of age and will consist of no less than eight (8) and no more than twenty (20) members. After completion of high school, retiring board members will be considered as Emeritus members and advisors.

Criteria for Membership:

1. Members may be invited by the board of Trustees, Oliver Foundation Staff and Teen Board Members.
2. Teens that request a position on the board will be considered by the Board and must submit the Teen Advisory Board application and a personal resume.
3. Teens will be interviewed by the President or Vice President and one or more Trustees or officials from the foundation.
4. Teens must maintain acceptable scholastic reports, be role models for children and free of alcohol, drugs and tobacco.
5. Teens must be committed to attending board meetings and community service projects on a regular basis.
6. Two or more of the Teen Board members shall be a part of selected Oliver Foundation programs.
7. Teens applying for membership shall be 11 to 17 years of age and reside in the greater Houston area.

How is the Board Governed?

Teen Board members are identified and nominated by the Board of Trustees, the Advisory Board, Teen Advisory Board, Spokespersons, and Oliver Foundation staff and consultants. One Board of Trustee or Oliver Foundation staff will be the liaison for Teen Board.

Officers will be elected on an annual basis in the spring. (Offices and responsibilities below)

The length of term initially consists of a one year term and may be extended for additional years by nomination or volunteering and vote of the teen board. The Board will elect a President, Vice President, Secretary, Treasurer, Historian and Events Coordinator. The initial meeting will be chaired by Foundation moderator who will continue moderating all meetings with teen board members.

Roles and Responsibilities of Teen Board Members for Membership

Teen Board members serve the Board of Trustees in the following ways:

1. The initial board will select their “board name”, mission statement and motto.
2. Attendance of meetings five or more times a year is required for continued membership.
3. Teens missing two or more consecutive meetings will be asked to resign from the board.
4. Responsible for reading and responding to all emails sent out by Oliver Foundation staff, Teen Board members and Teen Board officers in a timely manner.
5. Cell phone and other calls are to be returned in a timely manner.
6. Interact with other kids to bring to the Foundation a broad point of view/feedback.
7. Participate in Foundation and Teen Board programs and events.
8. Participate in two or more Teen Board community service events annually.
9. Help initiate an Oliver Foundation program at their school or community center to help teach kids and families about healthy lifestyles and making healthy choices for life.
10. Be role models and mentors to other kids for healthy lifestyles.
11. Lend their names, and participate on Foundation marketing efforts.
12. Complete assigned projects and written documents by their due date.
13. Keep your resume current.
14. Bring your business cards to all Foundation and Teen Board functions, meetings, press opportunities, etc.
15. Be drug, alcohol and tobacco free and maintain their scholastic standing.
16. Sales of wristbands and other teen board generated items.
17. Responsible for keeping agendas, minutes and other information in their file notebooks and bringing notebooks to each meeting.
18. Arrive on time for all meetings and functions.
19. Be courtesy and introduce yourself at functions.
20. RSVP-répondez s'il vous plaît (please reply) by the date requested.

Benefits of Being an Oliver Teen Board Member:

1. Develop leadership skills.
2. Develop community involvement and community service hours.
3. Create a dialogue with other kids to increase knowledge/skills for healthy eating and physical activity.
4. Be the “cutting” edge teens with ideas and solutions for healthy choices.
5. Become a “voice” or spokesperson for the foundation on behalf of their peers.
6. Make healthy choices more accessible for their friends and other kids, teens and families.
7. Lead the way for a healthier future for Texas’ kids through role modeling.
8. Be able to select and develop their project for the year.
9. Learn procedures for conducting business meetings, resume development, financial skills, career development, interview techniques, proper etiquette and manners.

Officer Responsibilities:

President:

The President shall be the principal Officer of the Teen Board and shall call and preside at all meetings.

The President shall call for the approval of the minutes of the previous meeting (with or without changes) and call for nominations and motions as needed.

The President shall be responsible for seeing that the goals and objectives of the board are carried into effect and for reporting on the status of such projects.

The President is responsible for interviewing new potential board members or assigning such task to another elected officer.

The President is responsible for communications with the board for meetings, interviews, community service projects and other functions.

The President is the official spokesperson for the board and in their absence shall appoint another board member to fulfill this function.

The President shall appoint a nominating committee in February of each year to select the nomination slate for the spring elections.

Length of Term: One year and may be extended by nomination and vote of the board.

Vice President

The Vice President shall fulfill all the responsibilities of the President in their absence.

The Vice President shall coordinate the work and projects of the board and performs other duties as assigned by the President.

If the President resigns moves or for any reason leaves the board, the Vice President will immediately assume the position of President.

Other duties as assigned by the President.

Secretary:

Responsible for recording the minutes (An official record of the proceedings of a meeting) and agendas of the meetings and distributing such documents to the members in a timely manner.

Responsible for collecting agenda items from board members and foundation staff for the agendas and distributing the agendas by email one week in advance of the meeting date.

This person will work with Oliver Foundation Staff in developing such documents.

Other recording duties as assigned by the President.

Treasurer:

Responsible for financial transactions of the teen board such as payment for meeting expenses, wrist band sales and other product sales collection.

This person will work with Oliver Foundation staff regarding such payments and collections.

Other duties as assigned by the President.

Historian:

Responsible for the “organized” (both hard copy and computerized) record keeping of all meetings, events, public service activities, media events, team building, writing projects, etc which occur for the Teen Board members.

Events shall be dated, titled, list of attendees and appropriate documentation attached, i.e. newspaper article, Greensheet publication for example.

Accountable for taking pictures at every meeting, and uploading them to the Teen Board YEAH Facebook page.

Historian will work with Oliver Foundation staff to ensure that each member who participates in community service events receives their certificate of participation with accurate documentation of hours and service.

Other duties as assigned by the President.

Events Coordinator:

Responsible for the selection and location of the Teen Board meetings and coordinating these meetings with an Oliver Foundation staff member.

Responsible for sending directions and other pertinent information of the meeting location to the board members and Oliver foundation staff.

Responsible for coordinating with the Treasurer funds needs for reimbursement for beverages, food and other items supplied by the host at these meeting.

Budgets for meeting will be established with the Events Coordinator with the Foundation.

Other duties as assigned by the President.

IT Coordinator:

The IT Coordinator is in charge of updating the Facebook page after every meeting. This person should answer questions posted on the wall, upload pictures, and post current events.

The IT Coordinator will be in contact with the Historian to make sure pictures and descriptions are updated by the end of the week in which the meeting was held. This person will also be in charge of the Oliver Foundation main website and will also provide the Oliver Foundation representative a summary of each meeting.

Other duties as assigned by the President.

Nominating Committee:

In February of each year the President shall ask for a minimum of three (3) board members to serve on the nominating committee with the President and Vice President.

This committee is responsible for nominating one or more members for the above mentioned offices for the spring slate. Members may also volunteer to run for office and should make their desire known to the President and Oliver Foundation staff at this time.

In the event an officer leaves the board for any reason, the above procedure will apply and the position will be filled immediately. Votes in this case may be by proxy or email slate.

Teens will be supplied with personal business cards, tee shirts, polos and other foundation and teen board business items. Releases for business cards, E-mail addresses, photos, videos and publications must be signed by parents or guardian for teens to be photographed, quoted, filmed, etc. Teens should be prepared to be photographed or filmed at any and all meetings and functions.

Meeting location and times to be decided by the Teen Board members, events coordinator and moderator.

Teens interested in being considered for the board should contact:

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