



yip info:



About Your Committee



about your committee

YOUTH in PHILANTHROPY
A PROGRAM OF THE WINNIPEG FOUNDATION



To help make your Youth in Philanthropy year the best ever, there are some things that you should think about as you form your committee. Some basic guidelines will help you work together efficiently and effectively.

- Do you have enough committee members? (minimum 5)
- Is your committee diverse? (The more perspectives you represent, the more effective your grant-making will be.)
- What are the leadership roles and how will you decide who takes these on?
- How often will the committee meet? When, where and for how long?
- How formal will meetings be?
- How will you make decisions? (will you use a consensus or voting process)

Recruiting new members

So, how do you get the word out about YIP?

Who to look for

Students with time, energy, interest, and enthusiasm for the program will probably be the most reliable and work the hardest. But remember, students are busy!

Prevent drop-off

It's common that after the first meetings, the number of participants may drop a little.

Remember, your group doesn't have to be large to be successful — quality (dedicated members) is more important than quantity! But, if you notice a big drop-off, try to make sure that all members have a role and something specific to do, most of the time. Delegate action items to everyone; make sure the same few people don't handle all the work. Try to make sure everyone feels needed or valued.

If you have a large committee, divide into sub-committees based on your areas of focus for granting. Or, create a sub-committee that explores fundraising ideas, or looks for community service and volunteer opportunities for your committee.

Why do you YiP?

How did you get involved?

Chances are, someone out there wants to participate for the same reasons you do. So, make sure you share your story and invite them along! Here are some ways to recruit people to your team:



Posters and brochures: provided by The Foundation or created by you!



Bring a friend policy: everyone on your committee brings one new person to a meeting



Word of mouth: people like to be asked to participate in activities



Presentations at your school in your class: talk to neighbourhood elementary & junior high schools



Open houses/Club fairs: set up a booth or table to promote YiP



School assemblies: ask if your YiP committee could make a brief presentation



Host an info session: invite interested YiPsters to an info session



PA or school newspaper/newsletter announcement: create an ad or article



Facebook: invite them to like 'The Winnipeg Foundation'



Twitter: invite them to follow @Winnipegfdn



Instagram: invite them to follow winniepegfdn



Website: show them www.wpgfdnywc.org

Planning

recruitment tools & ideas

Research



Committee roles

Roles and Responsibilities

To work together efficiently, we recommend you assign roles among committee members. You can do this by nomination, election, or volunteering, depending on the size of your committee and the experience levels of your members. Your committee could rotate roles among members.

Co-Chairs *(we recommend having two)*

- Set the agenda for each meeting
- Run the meetings and keep everyone on track
- Make sure everyone gets a turn to speak
- Ensure sub-committees (if applicable) are on track
- Coordinate any projects the group is working on

Secretary

- Takes minutes during meetings
- Has the previous meeting's minutes on hand
- Keeps an accurate membership list
- Keeps a copy of all letters sent out and information accumulated by sub-committees

Contact Person

- Contacts all committee members about meetings and events
- Keeps an attendance list (i.e., if a member cannot attend a meeting, the contact person should be informed)

Treasurer

- Keeps track of all funds that have been raised and how much is in the endowment fund
- Keeps track of all administrative grant expenses

Communications Contact

- Provides information on the committee to school newspaper, yearbook, etc.
- Takes all committee pictures (site visits, etc.)
- Helps recruit new members by putting up posters, distributing handouts, making PA announcements, etc.
- Acts as a spokesperson if your committee is contacted by media, and/or contacts media or The Winnipeg Foundation if your committee has an exciting story to tell

Winnipeg Foundation Reps

(up to two. If you have two, one must be in grade 11 or lower)

- Attend all meetings at The Winnipeg Foundation office throughout the year
- Act as a liaison between your committee and The Foundation
- Help Foundation YiP staff plan events and provide feedback on YiP programming
- Handle their committee's social media on the YiP Facebook page and Twitter
- Submits committee's application for YiP in Action! grants (if applicable)
- Submit your committee's list of organizations you intend to visit
- Volunteer at YiP events
- May be called upon to act as a spokesperson for media or special events

Staff Advisors *(two are required)*

- Support the committee, but ensure students do research, administration and decision-making
- **Keep students on track** and make sure the committee meets all deadlines; act as a final check to make sure all tasks have been completed correctly
- Encourage students to consider all points of view, and play devil's advocate if required
- Act as a liaison between the school committee and The Winnipeg Foundation
- Step in if the committee is having irreconcilable differences



Creating a mission statement for your committee is a way to ensure all members are working towards the same goals. The statement will also be useful when telling others about the work you do.

Mission Statement

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Some things to think about before you develop your mission statement:

- Why did you join YiP? What do you think is the most important part of YiP?
- If you've been in YiP before, what do you like best about it?
- What do you hope to accomplish this year?
- What are the strengths and unique traits of your committee and its members?
- Who benefits the most from the program?
- When you describe YiP to your friends and family what do you say?

Read
↓

A mission statement describes the overall objective of the committee.

Write
↓


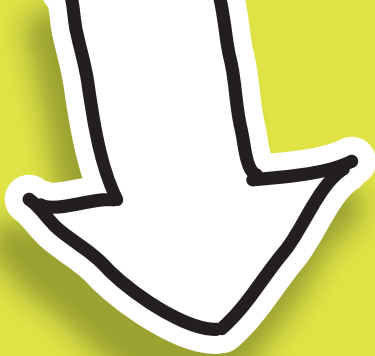
The statement should define:

What
the committee does

How
the committee does this

Who
the committee does this for





Consensus or Voting?



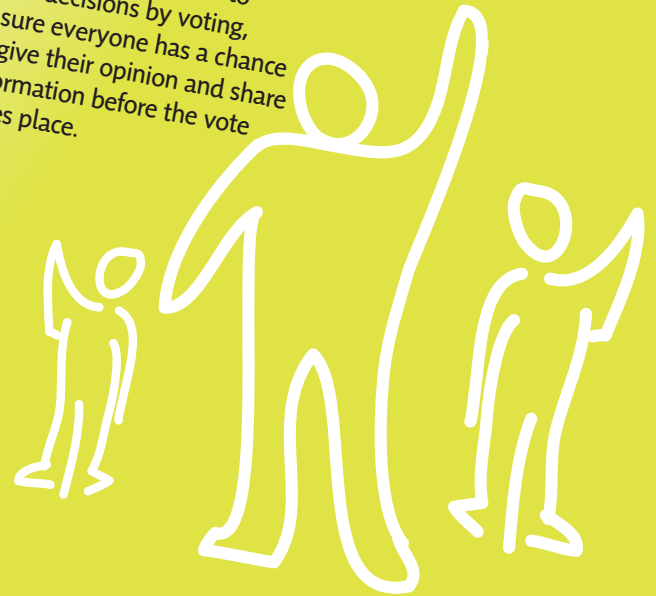
we agree!

Consensus

Consensus is the process of bringing many opinions or diverse elements together in agreement. Consensus doesn't always mean that everyone thinks the final decision made is the best one, or even that they are sure it will work. It means that everyone felt his/her position was heard, understood and respected.

Voting

Voting is a democratic process by which each committee member expresses agreement or disagreement with a proposal. While voting may be easier and less time-consuming than consensus-building, it sometimes leaves people with hard feelings and sets up a "win or lose" scenario. If you choose to make decisions by voting, ensure everyone has a chance to give their opinion and share information before the vote takes place.



Co-Chairs

Meetings

- Assign tasks/deadlines to as many different committee members as possible. Doing this will free up your time and keep everyone involved.
- Make an agenda for each meeting – having a plan keeps you on track! You can do this with your committee, staff advisor, or by yourself.
- At the start of each meeting, make sure everyone knows each other. At the end of each meeting, make sure everyone knows what their tasks are.
- Determine how decisions will be made: consensus or voting.
- Make sure everyone gives their opinion and has a chance to be heard.
- Use your agenda or calendar to keep track of meetings, activities and deadlines.
- Keep all meeting attendance records and minutes in one place.
- Don't be afraid to ask for help or advice!

Attendance

Attendance at all meetings is important. Remind committee members that if they can't make it to a meeting they should tell someone. If you notice a pattern of certain people not coming to meetings, the rest of the committee may reassess that member's role. To prevent having to make a more difficult decision down the road, your committee may choose to set a policy at the beginning of the year, stating attendance expectations and repercussions for missing meetings.

Did you know that you can put your involvement in Yip on a resume? If you are an interschool rep or a co-chair, that's added leadership experience!

Critical Thinking

- Identify what you know and what you don't know; consider as many different perspectives as possible.
- What is the problem to be solved? What decision needs to be made and who will make it?
- Come up with as many possible solutions as you can.
- Think through possible problems or issues. Is there a way everyone can be happy?
- Let others know about the plan and ask for input.
- Put your solution in action.

Learning to Listen

One of the most important things for a leader to possess is good listening skills. We all tend to judge, evaluate, approve or disapprove what others say. To effectively communicate, it's important to listen with an open mind and provide constructive criticism if necessary. Ideas should be discussed, coming up with alternate solutions if necessary. Working together strengthens the group, and the ideas.



Summary

1. **Recruit members:** do you have enough people and is your group diverse enough?
2. **Assign roles and create sub committees:** who will be doing what?
3. **Develop your mission statement:** the who, what, and why of your committee.
4. **Identify how decisions will be made:** consensus or voting – which works better for your committee

Questions?

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Grantmaking 101
TWF and YWC
Developing your committee
Site Visits
Taking Initiative!
Research and Reporting



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