



# APPLICATION PACKET

## YWCA TRI-COUNTY AREA

### BOARD OF DIRECTORS



eliminating racism  
empowering women

**ywca**  
Tri-County Area

501c3 EIN: 231360867

We are thought leaders. We are fearless movers. We are innovative shakers. Our voices rise together to do the work.

eliminating racism  
empowering women  
**ywca**  
Tri-County Area

**YWCA IS ON A MISSION...EMPOWER COMMUNITIES!**

@YW3CA



WWW.YW3CA.ORG

# ABOUT YWCA TRI-COUNTY AREA

YWCA is on a mission to eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

For over 110 years, YWCA Tri-County Area has been at the forefront of pressing social movements.

As a sister association of one of the oldest and largest women's organizations in the country, we have collaboratively worked to address important issues facing our communities, including voting and civil rights, affordable housing, pay equity, educational equity, quality childcare access, gender-based violence and health care reform.

Each year, YWCA Tri-County Area serves an average of 1,500 women, youth, individuals, and families who participate in programming and access supportive services. Our footprint spans across Montgomery, Berks, and Chester counties with physical locations in Pottstown, Norristown and expansion into Philadelphia.

Through education, social services, and advocacy, YWCA builds mission-centered solutions to meet the challenging needs of communities. We work to dismantle common and discriminatory barriers faced by women, girls and families as they work to develop and sustain better lives.

YWCA's services are designed to meet the unique needs of our community, with an emphasis on helping those most in need.

**2,100+ Served Annually through life changing programs**

Our programs are wide-ranging and include:

- A 4-Star Early Education Center
- Youth Empowerment
- Adult Education, Training & Workforce Development
- Dignity Kitchen
- AmeriCorps DAWN (Dignified Advancement Workforce Navigation)
- AmeriCorps VISTA
- Foster Grandparent
- ERUC (Emergency Rent & Utilities Coalition)
- Impactful issue-driven Advocacy

We embody our mission by empowering communities into action through innovation, creativity, education, STEAM, leadership, growth, health and wellness. We advocate for transformational change and public policy that improves the lives women, girls and communities of color.

**700+ TEENS & CHILDREN**

**1,100+ ADULTS & FAMILIES**

**500+ ADULTS & YOUTH**

**Advocacy & Issue Education**

**Adult Education, Training & Workforce Development, Rent & Utilities  
Early Learning & Youth Empowerment**

# YWCA IS POWERED BY:



**YWCA’s theory of change consists of three elements: five foundational beliefs, a three-tiered method for social transformation, and three areas of focus:**

Our basic beliefs are:

- (1) social justice requires us to transform unjust practices and policies.
- (2) democratic practice and plurality are key to social transformation.
- (3) an association of women working together across categories of social difference can transform and improve life for all women.
- (4) social problems must be addressed on multiple levels to end social inequities.
- (5) all women cannot be empowered if we do not address issues of race and racism.

Our method or process of responding to social problems and transforming conditions that create them has three tiers of activity:

- (1) we provide direct services to those who are most immediately impacted by the problem.

- (2) we educate the general public about the problem and possible solutions.

- (3) we advocate for local and national public policies that would transform the conditions of those most directly impacted by the problem.

Our three areas of focus or signature platforms are: (1) Racial Justice & Civil Rights, (2) Empowerment & Economic Advancement of Women and Girls, and (3) Health & Safety of Women and Girls.

The mission impact framework allows us to coordinate mission impact work and utilize a tailored approach that responds to the unique needs of our community. Additionally, the framework optimizes YWCA’s strength as a national organization and our local presence in more than 14 zip codes in communities across the tri-county area. Built upon our theory of change, the mission impact framework articulates three signature outcomes that correspond to our signature platforms as well as three broad organizational commitments that exist across platforms and outcomes.

**01**

For racial justice and civil rights, YWCA aims to increase equal protections and improve access to resources for people of color.

**02**

For empowerment & economic advancement of women & girls, YWCA works to increase social mobility through education, training & a holistic approach to service.

**03**

For health & safety of women & girls, YWCA seeks to improve lives by providing high-quality programming, screenings & increased access for communities of color.





***“When I reached out for rental assistance, I was experiencing despair. The pandemic really affected my family. I contacted the YWCA not knowing much about their programs, what to expect or what the outcome would be. The work ethic and patience their team showed me was incredible. I have such admiration for the YWCA and the work they do.”***

***-David, ERUC Program Participant***

Women and their families come to YWCA for quality, affordable childcare, education, and job training. They come in times of crisis as survivors of domestic violence. They come for children’s and youth development programs known for paving the way to bright futures. They come to get and stay healthy, grow, and cultivate leadership skills.

Each year, 72 percent or more of the women and children served by YWCAs have incomes below the federal poverty level, the equivalent of about \$23,850 a year for a family of four.

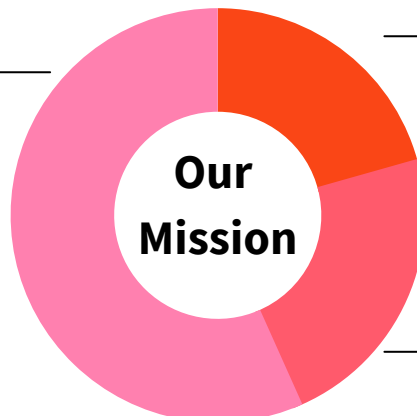
Consequently, we work to address

systemic causes of poverty and meet immediate community needs to increase economic stability.

YWCA provides a wide array of resources to help women care for themselves and their families while creating opportunities to develop leadership skills and engage in advocacy for racial justice and women’s empowerment.

YWCA is a movement for all women to become empowered and empower others. With the help of staff, the board and volunteers, women and girls are improving their lives and futures.

Women, girls and families are receiving support, safety net services and preventative care through a trauma-informed and responsive lens.



Women are paving the way out of poverty with the help of YWCA empowerment, economic advancement and professional development programs designed to build financial literacy, and job skills.

YWCA advocates are changing communities, addressing structural racism and working toward equity and justice for all.

# BOARD MEMBER RESPONSIBILITIES, QUALIFICATIONS & NOMINATION PROCESS

## MISSION

YWCA Tri-County Area is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

## VISION

YWCA envisions a world that holds equal promise for every person. We stand in solidarity with our community members against racial injustice and work towards a world where equality exists in every facet of our society.

Through our collective work, YWCA Tri-County Area will be known as an organization where all people, but especially women, girls, and families of color, receive trauma responsive, culturally competent, education services that will support the enrichment of their lives.

## CORE VALUES

Commitment to drive change, listen, facilitate, discuss, support and act.

Service to communities with integrity, courage, accountability, and compassion.

Celebration of diversity, practice of inclusion, and promotion of equality.

## BOARD POSITION DESCRIPTION

Serving on YWCA's Board of Directors is an extraordinary opportunity for strategic and future focused leaders who are passionate about our mission and vision.

The primary role of the Board of Directors is to provide mission-based visionary leadership and strategic governance that promote services and supports provided to over 1.5 thousand participants annually in locations throughout the tri-county area.



We are a local association of YWCA USA - a membership association comprised of 210+ independently organized and operated Local Associations in 46 states and Washington, D.C., with membership in World YWCA.

YWCA's Board of Directors consists of not more than 22, not less than 11; (gender neutral) elected members, of which 2 may be girls in the 11th or 12th grade in high school, such ex-officio members as are provided for in the Bylaws of the Association. The nomination and election process may intentionally include considerations that would diversify the composition of the board.

YWCA's Board Governance Committee vets and nominates a slate of candidates, which is then voted upon by other elected board members of the Association.



A candidate will be elected to the board if they receive the votes of a plurality of the board members. Upon election, YWCA's board members serve an initial three-year term and may be eligible for re-election for one additional term.

Board meetings are held monthly, typically virtually or at our central headquarters in Pottstown, PA as feasible. The location may vary depending on whether the meeting time is planned in conjunction with a YWCA-sponsored conference, learning opportunity, or other convening of Local Associations.

Board members are asked to serve on 1-2 committees of the board as well as on ad hoc task forces, as needed.

Committee meetings are conducted quarterly (or as needed) and may be held in coordination with board meetings and/or by conference call.

While travel is expected of board members, it is the current policy of YWCA to fully reimburse board members for all reasonable expenses for travel, which shall be budgeted for and paid by the Association.

***"We must encourage one another and continue to show what humanity looks like through our work, our words and our lives. With the collective efforts of our phenomenal board and staff we find ourselves in the best financial standing this organization has experienced in recent years! We look forward to the years ahead. We embrace our mission to eliminate racism and empower women and we welcome you to join us!"  
-Linda Fields, Board of Directors President***



# BOARD MEMBER RESPONSIBILITIES

Responsibilities of the YWCA Tri-County Area Board of Directors are enumerated in the Bylaws and include the following individual responsibilities:

<b>1</b>	Help shape the direction of the YWCA through its mission, strategy and key policies.
<b>2</b>	Serve as a trusted advisor to the CEO in the development and implementation of YWCA's strategic plan.
<b>3</b>	Ensure the organizational leadership, resources and finances are commensurate to help YWCA achieve and sustain positive outcomes.
<b>4</b>	Review outcomes and metrics created by YWCA and regularly measure organizational performance, impact and effectiveness using those metrics.
<b>5</b>	Approve YWCA's annual budget, audit reports, and material business decisions.
<b>6</b>	Develop uniform standards for the association, set support fees paid by members, and certify membership.
<b>7</b>	Be informed, participatory, act in good faith, and meet all legal and fiduciary responsibilities.
<b>8</b>	Contribute to an annual performance evaluation of the CEO.
<b>9</b>	Assist the CEO, Board Chair, and Governance Committee in identifying and recruiting YWCA Board Members of influence.
<b>10</b>	Serve on committees or task forces and take on special assignments to enhance the organization's efforts.
<b>11</b>	Represent YWCA to stakeholders and serve as an ambassador for the organization.
<b>12</b>	Ensure YWCA's commitment to a diverse board and staff.
<b>13</b>	Consider YWCA a philanthropic priority and make financial contributions at levels that are personally meaningful, each fiscal year.



## BASIC QUALIFICATIONS

**Individuals interested in a position on the Board of Directors of YWCA Tri-County Area should demonstrate the following qualifications:**

Passion for YWCA's mission, vision, and core values.

Relevant professional experience & leadership skills.

Readiness to access personal and professional networks on behalf of YWCA.

Dedication to cultivating relationships that advance YWCA's mission.

Commitment to diplomacy and consensus building among diverse individuals.

Integrity, credibility, and a desire to help improve the lives of others.

YWCA is currently seeking candidates who have experience in:

- Change management
- Strategic planning
- Public policy & advocacy
- Fundraising & events
- Finance, forecasting, budgets & analytics

## NOMINATION PROCESS

Applications and nominations to the Board of Directors are accepted on a rolling basis.

Positions are filled as needed.

A completed application, bio and headshot should be submitted to:

**[hr.mission@ywcatricountyarea.org](mailto:hr.mission@ywcatricountyarea.org)**





# BRIEF OVERVIEW, PROCEDURES & TIMELINE

Thank you for your interest in serving as a potential candidate to the YWCA Board of Directors - the governing body with important responsibilities of governance, strategic planning, and policymaking for YWCA, in accordance with organizational bylaws.

## BOARD COMPOSITION

- YWCA's Board consists of no fewer than eleven (11) and no more than twenty-two (22) persons, as fixed by action of the Board.
- Board leadership ensures diverse representation & nondiscrimination. Applicants' age, race, ethnicity, religion, sexual orientation, or disability are not criteria for evaluation of fitness to serve.
- Board members are free of conflicts of interest, and possess the skills, talents, and resources needed to govern effectively.
- Members believe and support the mission and work collaboratively to advance the mission and vision of YWCA.

## GOVERNANCE COMMITTEE ROLES & RESPONSIBILITIES

The Board Governance Committee is responsible for identifying, recruiting, nominating, orienting, evaluating, and supporting new board members. The Governance Committee is also responsible for the board nominating and elections process.



# ELECTION OF BOARD MEMBERS

## PROCEDURE

1	The Governance Committee has prepared an application form for use in the Board Member Recruitment process.
2	The Governance Committee reviews all applications submitted, schedules interviews, as appropriate, and prepares a slate of recommended board candidates for approval by the full Board. Once the slate is approved, it is presented for a vote.
3	A candidate shall be elected to the Board if the candidate receives the votes of the plurality of the board.
4	All applicants will be informed of their status upon completion of the process.

## TIMELINE

YWCA has a rolling application process and concludes open recruitment when positions have been filled. The Annual Business Meeting in June normally serves as an official voting meeting for onboarding of new board members.

The Governance Committee reviews all applications and forwards the recommended slate to the board for review and approval.

The approved slate will be communicated and distributed to board members no fewer than forty-five (45) days or more than fifty (50) days prior to the date of the Board/Annual Business Meeting.

Voting may be conducted electronically or during regularly scheduled voting meetings, but must be received at least five (5) days prior to any Special/Annual Business Meeting.



# YWCA BOARD MEMBER APPLICATION

*NOTE: This document must be signed by the applicant prior to submitting to the YWCA Tri-County Area Governance Committee.*

## NOMINATOR INFORMATION (if applicable)

NOMINATOR NAME

## APPLICANT INFORMATION

NAME

ADDRESS

PHONE

EMAIL ADDRESS

PLACE  
OF EMPLOYMENT

TITLE

## DEMOGRAPHIC INFORMATION

*YWCA values the diversity of its members in skills, background, perspectives, ages, and ethnicities. Please provide the following:*

ETHNICITY

AGE

Under 31    31 - 40    41 - 65    Over 65

## BACKGROUND & EXPERIENCE

*In the section below, please detail your professional experience and commitment to YWCA's mission. Please also attach your resume and headshot.*

I. Board Experience/Elected Office:  
Please include information about board participation and elected/appointed offices

II. Contribution to YWCA: What skills, capabilities, experience, resources, perspectives and/or attributes will you provide to the YWCA Board of Directors and organization?

III. Mission Commitment: How do you embody the mission of YWCA?

## APPLICANT SIGNATURE

I have read and agree to the YWCA Board Member Responsibilities including but not limited to the commitment to make a personal financial contribution at a level that is meaningful to me, each fiscal year.

SIGNATURE

PRINTED NAME

DATE



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