

Save the Children
Boston Leadership Council
Governance Structure

On March 30, 2020, Save the Children’s Boston Leadership Council (BLC) adopted a traditional model of non-profit governance composed of a board of directors with overall authority for the operations of the BLC led by a chair who acts as chief executive. We expect board members to be active and engaged in the work of BLC and help shape the “big picture” for the group. We expect the board to be composed of between 10 and 20 people meeting two or three times a year. We recognize that there will always be folks who make a significant contribution in one way or another but may not have the ability or desire to attend meetings. We may recognize those individuals as Honorary Directors

The work of the council is supported by six committees responsible for various functions. Three of the committees are committed to the work associated with each of the key pillars of the BLC community: Social Event Creative Planning, Programs (i.e. informational programming) and Fundraising. The other three committees fulfill other critical tasks of the BLC: Communications and Community Development, Finance, and Governance.

In addition, we have an Executive Committee comprised of the chair of the Board, a Vice Chair of the committee and the chairs of each of the other committees. The Executive committee supports the chair and is responsible for day-to-day decision making between meetings of the full board. It is also responsible for coordinating activities among the committees and developing longer-term plans for proposal to the full board, although some of that work can be delegated to a subcommittee. The Executive Committee meets at least monthly.

The chairs of each committee provide executive leadership for the responsibilities associated with their committee. The chairs have authority to decide and act on most matters before the committee but bring more important issues to the Executive Committee for discussion.

In addition, each event has an event chair or co-chairs. Subject to the overall responsibilities of the Executive Committee, these individuals provide leadership and coordination for the event planning process including logistics, budget, content and promotion of events and liaising as necessary with Save the Children. The event chairs also work with the committee chairs as those committees fulfill their responsibilities with respect to the events. They also help recruit and motivate volunteers working on the event and assist in obtaining sponsors for the event. Working with all responsible members of the team, they create an event planning document that lays out tasks and timelines reflecting the overall vision and goals of the event.

A chart of the organizational structure is below as well as additional description of roles and responsibilities.

- Composed of existing leaders and active advisors, ideally 10 to 20 people
- Qualifications for Board membership:
 - Active in support of BLC, including sponsorship support for BLC and Young Leader events and financial support for identified annual BLC/Save the Children programs.
 - Help shape the “big picture” for BLC
 - Attend meetings faithfully and participate in discussion
 - Committee members need not all be Board members and Board members need not all serve on committees
- Annually appoints Board chair, committee chairs and Board members

- Reviews and approves governance documents and major decisions
- Simple majority voting, one person, one vote
- Meets two to three times a year as called by chair
- Board Chair acts as executive director

Social Event Creative Planning Committee

- Responsible for creating a cohesive concept around event goals
- Liaise with Save the Children in connection with the production of promotional materials, invites, posters, favors and the like.
- Oversee provision of food, drinks, décor, and entertainment, within board agreed budgets
- Meets as required and as called by committee chair

Program Committee

- Responsible for development and execution of informational programming at events
- Meets as required and as called by committee chair

Fund Raising Committee

- Responsible for the design and execution of fundraising initiatives
- Tracks BLC donors
- Meets as required and as called by committee chair
- Coordinates with Save as necessary and appropriate

Communication and Community Development Committee

- Responsible for communications with BLC community
 - Periodic newsletters/emails
 - Social media
- Responsible for publicity for events and related communications
- Seeks to grow the BLC community
- Meets as required and as called by committee chair
- Coordinates with Save as necessary and appropriate

Finance Committee

- Responsible for all financial functions and interface with Save
- Responsible for preparation and distribution of periodic financial reports to the Board
- Responsible for financial analysis to help guide decision making
- Meets as required and as called by committee chair

Governance and Nominating Committee

- Responsible for developing and maintaining BLC organizational structure, governance approach and related documents
- Solicits members for committees
- Recommends committee chairs and Board chair to Board
- Responsible for overseeing succession planning. The committee would meet annually with the chairs of each committee to discuss the prospective tenure of the chair, persons on the committee

who might be succession candidates and committee resource requirements. The committee would have similar discussions annually with the Board chair.

- Meets as required and as called by committee chair
- Board chair ex-officio member

Executive Committee,

- Composed of Board chair (who also chairs executive committee), a Vice Chair of the Executive Committee (responsible for working with event chairs to determine event objectives, identify target audiences, determine /experience design and strategy, content and program development, event scope and timeline and execution and ensure the success of whatever initiatives undertaken in the event space) and committee chairs
- Responsible for developing longer term plans for presentation to board
- Appoints members of all committees
- Would also include a liaison with Young Leaders
- Has authority to make decisions and act between meetings of the Board
- Meets regularly and as called by board chair

Honorary Directors

- Individuals who provide significant counsel and support to the mission of the BLC but are unable to assume all of the duties of directors.
- Make BLC a personal philanthropic priority
- Non-voting

Members

- Individuals who support BLC and participate in BLC activities
- Non-voting

Committee Chair responsibilities

- Provide executive leadership of their function
- Preside at meetings
- Designate a secretary for taking meeting minutes
- Approve new members of their respective committees

- Promote inclusion and diversity of thought and action

