

## **Friends of CRPHS Organization**

**Mission Statement:** The Friends of Cristo Rey Philadelphia High School (CRPHS) seek to further the school's mission by establishing a mentoring program for CRPHS students, participating in community service programs and hosting regular social and fundraising events to foster interest in the school within the broader Philadelphia professional community and to build financial support for CRPHS. The Friends of CRPHS is a network of young professionals living and working in the Philadelphia area who are committed to supporting CRPHS, its students, faculty, and staff. CRPHS is an independent, Catholic, college preparatory school for students of all faiths who cannot otherwise afford a private education. Recognizing the significant role that a true college preparatory education will play in shaping each CRPHS student's future, and in turn, the vital place that CRPHS alumni will fill in the City of Philadelphia, the Friends of CRPHS seek to further the school's mission by establishing a mentoring program for CRPHS students, participating in community service programs, hosting regular social and fundraising events, providing financial support, and fostering interest in the school within the broader community. The Friends of CRPHS will continue to advocate for the school and its graduates throughout their careers.

*Mission Statement of CRPHS: Cristo Rey Philadelphia High School is an independent, Catholic, college preparatory school for students of all faiths who cannot otherwise afford a private education. Cristo Rey Philadelphia High School nurtures and challenges young women and men to recognize and realize their full potential as they grow to love God, respect others and serve their community.*

### **What it means to be a Friend of Cristo Rey Philadelphia**

What it means to be a Friend of Cristo Rey Philadelphia is therefore to participate in one of our volunteer programs, attend our events regularly, and meaningfully engage in the broader CRPHS community. It means to spread the word about Cristo Rey Philadelphia High School, championing the work of the school in your personal and professional networks as well as encouraging others in those networks to also become a Friend of Cristo Rey Philadelphia. Some may serve in permanent/regular volunteer capacity including Board positions and committees.

### **A Note on Organizational Development**

The structure, roles, and organization laid out in this document are meant to be flexible, promote engagement of group members, and facilitate effective functioning and growth of the organization. To the extent that any aspect does not serve or impede that end, it ought to be revised. Board, committee/team members, and general volunteers may propose changes though the board must approve any final changes. Members should use judgment and be practical while implementing this outline.

## **Board of Directors**

### **Overarching Goals: The Friends Board of Directors will:**

- Develop meaningful programming that connects CRPHS with resources (time, money, and people) and partners (corporations, foundations, and community organizations)
- Set ambitious goals and measure progress towards achievement
- Build, maintain, and develop a sustainable organization that will support CRPHS over time

### **Overview**

The Friends Board of Directors seeks engaged professionals to become champions for CRPHS. The Friends of Cristo Rey Philadelphia is a dynamic group of young professionals, ages 21-35, from the Greater Philadelphia Area that is dedicated to advancing the mission of the school through participating in events and service.

The target demographic for the Board is a diverse group of young professionals in the greater Philadelphia area over the age of 21. Members must demonstrate a passion for education and belief in our mission.

Board members will typically work in teams to spread out work, responsibilities, and gain access to additional personal networks. Where teams take on a role, the responsibilities of each party should be clearly defined.

### **Board Member General Expectations:**

- Pursue the goals and mission of the Friends of CRPHS
- Become a knowledgeable representative of CRPHS
- Actively recruit and retain members to build a large and diverse network of supporters
- Coordinate fundraising efforts to on behalf of CRPHS
- Participate in monthly Board meetings, in person once per quarter, with no more than 2 absences in one calendar year
- Actively and faithfully serve on at least one committee/team furthering the efforts of CRPHS

### **Tri-Chair Responsibilities**

The Board Tri-Chairs are board members serving in some function capacity e.g. as an events or recruiting co-chair that in addition, provide leadership to the Board and the overall organization. They ensure that board and committee members fulfill their responsibilities and are authorized to conduct meetings of the board and general organization. The Tri-Chairs oversee implementation of the Friends programs and activities and ensures that appropriate organizational systems and structure are both established and maintained.

- Works with staff liaison and committee members to establish guiding policies and annual goals.
- Attends of meetings of the committee and subcommittees as required. Facilitates meetings by making sure agenda is closely followed, every member has the opportunity to participate in discussions, and informed decisions are made. Works with staff liaison to develop agenda
- Ensures that subcommittees contribute to the overall effectiveness and serve to promote goals and mission
- Oversees board self-assessment
- Encourages and supports the fundraising efforts of the friends. Solicits contributions

Chair Process: Chair will be elected by Steering Committee and reports to same, Term: 1 year.

### **Community Service Chair or Co-Chair Responsibilities**

The Community Service Chair is responsible for providing leadership and organization to all service-related programing and recommending strategies and guidelines related to providing meaningful volunteer opportunities that directly benefit the students we serve.

- Coordinate with staff liaison and Board of Directors to develop volunteer and service related meeting agenda
- Report to full Board regarding area of responsibility
- Coordinate efforts of service Board members to achieve collective responsibilities.
- Support staff liaison in executing overall strategic goals related to the service programming
- Time Commitment
  - o Monthly Board meetings
  - o Possible committee/team meetings
  - o Attending service activities: several 4 – 6 hour time slots on the weekends
  - o Could approach 15 hours per month

### **Event Committee Chair or Co-Chair Responsibilities**

The Event Committee Chair of the Friends Board of Directors is responsible for providing leadership and organization to all non-service related events and programming, and recommending strategies and guidelines related to hosting Friends events that drive towards increasing awareness and engagement, membership base, and funds raised.

- Coordinate with Fundraising and Recruitment Chairs to develop recruiting, social, and fundraising events

- Work with Community Service and Academic Chairs to facilitate volunteer/service events
- Report to full Board regarding area of responsibility
- Support staff liaison in executing and achieving identified event goals.
- Ensure smooth execution of event related activities including set up and or breakdown of events, and other logistics
- Time Commitment
  - o Monthly Board meetings
  - o Possible committee/team meetings
  - o Attending service activities: several 4 – 6 hour time slots on the weekends
  - o Could approach 15 hours per month

### **Academic/College Prep Chair or Co-Chair Responsibilities**

The Academic or College Prep Chair of the Friends Board of Directors is responsible for providing leadership and organization to all academic assistance and college prep targeted programs. These duties overlap with the community service chair and event-planning chair. The Academic or College Prep Chair will collaborate with other board members but be primarily responsible for developing effective programs for students and parents that improve academic or standardized test performance, and or assist with the college application process.

- Coordinate with Service and Events Chairs to execute effective academic oriented and college search/process oriented events
- Work with CRPHS Pathways Program Director and College Counselor to identify student and parent needs and develop content rich programs
- Report to full Board regarding area of responsibility
- Support staff liaison in executing and achieving identified goals.
- Ensure smooth execution of event related activities including set up and or breakdown of events, and other logistics
- Time Commitment
  - o Monthly Board meetings
  - o Possible committee/team meetings
  - o Attending service activities: several 4 – 6 hour time slots on the weekends
  - o Could approach 15 hours per month

### **Mentorship Program Team Lead or Co-Lead Responsibilities**

The Mentorship Program Team Lead of the Friends Board of Directors is responsible for providing leadership and organization to one of the potentially most effective and significant programs. All training, recruitment, program design must flow through this person. As a pilot program, this person will also need to identify best practices that will allow the program to become sustainable over time. The Mentorship Team Lead will

work with overlapping goals of the other Board officers to realize a successful launch of the program in the 2014 – 2015 academic year.

- Work with CRPHS School Counselors to identify student needs and develop content rich programs
- Design and conduct mentor training
- Monitor ongoing progress of the mentorship program, identifying best practices.
- Report to full Board regarding area of responsibility
- Support staff liaison in executing and achieving identified goals.
- Time Commitment
  - o Monthly Board meetings
  - o Possible committee/team meetings
  - o Attending service activities: several 4 – 6 hour time slots on the weekends
  - o Could approach 20 hours per month

### **Organizational Development Chair or Co-Chair Responsibilities**

Organizational Development Chair of the Friends Board of Directors will be the organizational expert for the organization as a whole while joining the Tri-Chairs in establishing appropriate organizational systems and structure that will allow the Friends to build into a sustainable, strong organization capable of supporting CRPHS over a long time horizon. This role will also have responsibilities for organize the activities of board members/teams when collaborating on overlapping responsibilities. In addition, the Organizational Development Chair will focus on establishing leadership training/development for the group and collaborating with the board co-chair on forming group cohesion at the board level. Lastly, this person will lead the Board self-assessment and report to the board on progress towards goals.

- Report to full Board regarding area of responsibility
- Record succinct minutes
- Record and verify completion of follow-up items from meetings
- Time Commitment
  - o Monthly Board meetings and about 30 – 60 minutes of follow-up work
  - o Possible committee/team meetings
  - o Attending service activities: several 4 – 6 hour time slots on the weekends
  - o Could approach 15 hours per month

### **Communication Chair or Co-Chair Responsibilities**

The Communication Chair of the Friends Board of Directors is responsible for skillfully crafting an overarching communications strategy between the Board, CRPHS, and potential members and supporters. This includes developing a sense of a brand; coordinating with all other Board members to promote events, communicate program information and requirements. Natural overlap exists between the communications, events, and recruitment chairs. The Communications Chair will be responsible for maintaining an active web and social media presence.

- Coordinate with Fundraising, Recruitment, Events, Service, and Academics Chairs to develop communication materials for recruiting, social, and fundraising events.
- Report to full Board regarding area of responsibility
- Support staff liaison in executing and achieving identified event goals.
- Time Commitment
  - o Monthly Board meetings
  - o Significant work in developing communications material ahead of events
  - o Daily monitoring of social media accounts.
  - o Attending service activities – several 4 – 6 hour time slots on the weekends
  - o Could approach 15 – 20 hours per month

### **Recruiting Chair or Co-Chair Responsibilities**

The Recruiting Chair is responsible for developing and leading the implementation of an overall effective recruitment and membership engagement strategy. This person will set an example for how to actively network and promote opportunities for involvement in the organization. In addition, this person will establish volunteer point people for recruiting and driving membership at various companies, schools, neighborhoods, or other defined networks such as sports leagues or clubs.

- Coordinate with communications and events chairs to drive attendance at Friends Events.
- Report to full Board regarding area of responsibility
- Support staff liaison in executing overall strategic goals related to recruiting.
- Time Commitment
  - o Monthly Board meetings
  - o Possible committee/team meetings
  - o Attending service activities: several 4 – 6 hour time slots on the weekends
  - o Could approach 15 hours per month

### **CFO/Fundraising Chair or Co-Chair**

The Recruiting Chair is responsible for developing and leading the implementation of an overall effective fundraising strategy. This person will establish bank accounts and keep track of funds and their uses as the group grows. In addition, this person will work with the staff liaison to identify fundraising needs. In addition, this person will advise as to the most effective ways to allocate resources towards recruitment, additional fundraising, and other initiatives.

- Coordinate with the Co-Chairs and staff liaison to manage funds
- Report to full Board regarding area of responsibility including an annual financial report.
- Support staff liaison in executing overall strategic goals related to fundraising.
- Time Commitment
  - o Monthly Board meetings
  - o Possible committee/team meetings
  - o Attending service activities: several 4 – 6 hour time slots on the weekends
  - o Could approach 15 hours per month