



## **Info Sessions—APA Youth Leaders**

**Session 1: Tuesday, August 11, 2020 at 1:00pm ET**

**Session 2: Friday, August 21, 2020 at 1:00pm ET**

Do you need to ask a few clarifying questions? We would be happy to provide more answers to you at either of our two info sessions.

To take part, [please RSVP here](#) and we will share the video conference link with you to join.

Thank you!

### **Authentic Youth Leadership**

America's Promise's key goal is to uplift and support young people and provide them with authentic opportunities for leadership. One of the best ways to do that is by including young people on our boards. We are seeking young leaders with strong voices to represent their constituents on our Board of Directors and Board of Trustees, helping to ensure that any decisions made will always have young people in mind and benefit from their insight. Youth leaders will be key in bringing a fresh perspective, allowing the members of the two boards to tap into an unreached network, and improve our work by providing unique points of view. Finally, youth leaders will engage with APA program leaders and staff members to help carry out and promote the work of APA's ongoing campaigns and initiatives.

### **Two Leadership Opportunities**

- Board of Directors - The Board of Directors at America's Promise Alliance supports the mission and vision of the organization and provides strategic organizational governance. Members, both youth leaders as well as adults, guide the organization towards success by ensuring ethical and legal management and adequate resources to aid its mission.
- Board of Alliance Trustees - The Board of Trustees is a group of over 40 leaders of national organizations across all sectors and young leaders. These trustees help shape America's Promise Alliance's strategies, act as spokespeople for APA, and help advise the Board of Directors on programmatic work based on what the needs are in the youth-serving sector.

## Responsibilities

- Understand the mission, vision, and values of America's Promise Alliance and its programs.
- Attend regular board meetings (either in-person or virtual) and come prepared and informed by reviewing the agenda and other board documents.
- Model youth empowerment by contributing skills, knowledge, and ideas during meetings and asking clarifying questions.
- Act as a representative of the organization to both internal and external audiences in a positive and professional manner. External audiences include major APA events with the public and outside stakeholders. Internal audiences include APA staff-only functions or board-only events.
- Provide oversight on a range of organizational decisions. This could include finances, current and future initiatives, and other strategic measures. Further guidance on this will be addressed during onboarding.
- Work directly with the Director of Youth Engagement who will act as the liaison between the youth leaders and the staff.
- Be available for duties assigned outside of board meetings. This could include being accessible by phone for continued conversations, travel for other events, and other substantial projects.
- Contribute to APA's outreach efforts by serving as an advocate and ambassador to others to develop new leads and share these leads for the purpose of prospecting by the Resource Development (fundraising) team as potential donors.
- The Board of Directors meet three times a year either in person, or by video. NOTE: During the COVID-19 pandemic, all meetings are being held virtually by video.)
- The Board of Trustees meet 2-3 times a year and have similar expectations as the Board of Directors.

## Benefits

- Increased networking opportunities: interact with top leaders in a range of fields who sit on our board.
- Experiential opportunities: get first-hand experience working on boards that make a variety of strategic and governing decisions on behalf of APA.
- Resume booster: sitting on a board is a great addition to a resume, especially when looking for further opportunities.
- Improve skills: ability to increase your skills in leadership, interpersonal relationships, decision-making, governance, and public speaking.
- Knowledge building: learn more about how nonprofits and their boards, budgets, and other strategic processes work.

## Expectations

- Candidates must be able to commit to three years of service
- Those candidates who are selected to be APA Youth Leaders (whether they become members of the Board of Directors or the Board of Trustees) will be expected to act as ambassadors on behalf of APA throughout their 3-year tenure
- All candidates will be expected to join any meetings of the Boards when scheduled. During the COVID-19 pandemic, meeting participation will consist of joining by video. NO TRAVEL WILL BE REQUIRED. Once the pandemic-related restrictions ease up, there may be some expectation of travel for the meetings, as well as a few events in between those meetings. If travel is required, APA will be covering travel costs, including flights, train, ground transportation, and overnight lodging.
- Candidates will be expected to be able to sit at the same table as leaders of nationally led organizations and represent their constituents with strong and intelligent thoughts.

## Application Questions

- **Q:** If I am doing a video submission instead of the written essay, how long should my video answers be?  
**A:** Your answers to each essay question should be 3-4 minutes, which is the equivalent to the time it would take to read a 500-word essay. For the shorter “getting to know you” questions, please limit those to 1.5 minutes (90 seconds) which is the equivalent to reading a 250-word essay.
- **Q:** Should I submit BOTH a video and text responses to the application questions?  
**A:** No. Please only submit one or the other.
- **Q:** I am turning 18 on January 1<sup>st</sup>, can I still apply?  
**A:** No. Unfortunately, we cannot accept any applications from those who will not be 18 by the start date of **October 1, 2020**.
- **Q:** How many years do I have to commit to this position? Can I do just one year?  
**A:** A position on either of the boards is for three years. We ask that all candidates be committed to dedicating three years of service if selected.
- **Q:** How do you choose final candidates?  
**A:** We have a team of 8 APA staff members working to score each of your applications through a detailed rubric. All applicants will be scored fairly and consistently. The same team will be conducting interviews as well.
- **Q:** Do I have to have experience with APA to apply?  
**A:** No! We encourage anyone to apply whether they have been involved with APA for years or just heard about it.

- Q:** When is the application deadline?  
**A:** Applications will be accepted on a rolling basis until Monday, August 24, 2020. We will begin offering first round interviews the week of August 24<sup>th</sup>.
- Q:** Can I apply if I am undocumented or an international student?  
**A:** Unfortunately, we are unable to accept applications from undocumented or international students. You must be a US citizen and currently residing in the US.
- Q:** What materials do I need for the application?  
**A:** To apply, please be prepared to answer the five application essay questions and three “fun” questions (either by text or video) for our staff to get to know you. You can also provide a resume and/or cover letter, but that is **optional**.
- Q:** Will you take voice recordings only for application answers?  
**A:** No. We will only be accepting text or video answers, but please let us know if you have a special case and may need an accommodation.
- Q:** Can I apply to both the board of directors and board of trustees?  
**A:** Yes! If chosen, you will only be selected to serve on one of the Boards, but applicants are welcome to apply to both.
- Q:** If accepted, when will I start?  
**A:** We will begin the onboarding process in early September. Once you are accepted, we will give you further details on dates and what to expect.
- Q:** If I am accepted and then an event or meeting falls during a time or a day when I have class or a school event, what will happen?  
**A:** We will always try to schedule around your class time, but if we are not able to, then we will leave it up to you to make that decision. In the past, we have had a few youth leaders who were not able to attend a board meeting because of exam weeks. We will never make you choose APA duties over schoolwork.
- Q:** Is this a paid position?  
**A:** No, being on the board is not a paid position. When we have in-person events, any expenses directly related to the event will be covered by APA.