



The Night Ministry (TNM) is a Chicago-based organization that works to provide housing, health care and human connection to members of our community struggling with poverty or homelessness. The Night Ministry's Associate Board (AB) supports the overall mission and activities of the organization. Acting as ambassadors of the agency, the AB's Active Members engage the community through volunteering, fundraising, networking, and advocacy opportunities targeted towards young professionals.

What are the benefits of joining The Night Ministry's Associate Board?

- Develop your professional and leadership skills and your potential to join a board of directors in the future
- Play an active role in engaging other young people in the vital work of The Night Ministry
- Network with other passionate philanthropists and professionals in the Chicago area
- Gain a deeper knowledge and understanding of the nonprofit sector
- Have fun with other young professionals in Chicago!

What types of memberships are available in the AB?

- Active Member
- Committee Chair Member
- Executive Committee Member

What are the AB Committees and descriptions?

Executive Committee

The Executive Committee provides leadership to the Associate Board through planning and goal setting. The committee consists of the President, Vice President, Secretary/Staff Liaison, and Treasurer.

Events Committee

The Events Committee is responsible for the development, coordination, and implementation of many of the AB and The Night Ministry fundraising and social events. In addition to the AB gala, our marquee event, the committee organizes and promotes smaller fundraising events by partnering with businesses throughout Chicago. For the annual AB gala, in conjunction with The Night Ministry, the committee will work on various projects, such as budget development and reporting, vendor relationships and sponsorships, volunteer assignments and training, and ticket sales for the event.

Marketing Committee

The Marketing Committee will drive and execute the marketing strategy of the AB as a whole, creating engaging material that helps the AB share its mission, connect with base supporters, and create a brand identity. The committee is responsible for developing marketing plans and marketing materials to promote AB fundraising, volunteering, and social events. The committee will also oversee the use of social media for the AB, with approval from The Night Ministry.

Membership Committee

The Membership Committee develops an annual membership plan and membership objectives for the AB. The committee is responsible for reaching out to interested members, answering questions, and overseeing the application process. The committee updates the annual AB requirements, applications/information sheets, welcome packets, email lists, committee assignments, etc. The Membership Committee also attends AB and community outreach events to increase interest and membership in the Associate Board.

Volunteering & Advocacy Committee

The Volunteering & Advocacy Committee promotes the cause of The Night Ministry by raising awareness about and deepening the understanding of homelessness and its related social and economic challenges, in addition to coordinating volunteer activities. Through innovative information sharing techniques and direct service, the Volunteering & Advocacy Committee will provide the AB and the greater community with opportunities to learn about the issues facing our clients and how The Night Ministry is making a difference. The committee seeks to encourage “hands on” volunteer work both within the AB and the community in order to foster lasting and meaningful relationships between volunteers and The Night Ministry’s clients.

Finance Committee

The Finance Committee is responsible for monitoring the finances of the AB. The committee will maintain a continuous and accurate snapshot of the Associate Board’s financial status, the status of the committees, and the status of individual board members. Additionally, in collaboration with the Executive Committee and Committee Chairs, the committee will develop yearly budgets for the AB committees and audit those budgets at regular intervals. The committee will analyze financial outcomes of fundraising events to help guide event planners in terms of maximizing fundraising goals.

What are the requirements of Active Members for the AB?

- Attend the quarterly General Board Meetings and monthly Committee Meetings
- Contribute or fundraise a minimum of \$250 for The Night Ministry
- Attend at least two Associate Board/agency events, including the yearly gala
- Participate in two Associate Board volunteer opportunities per year
- Sign a commitment letter for each calendar year
- Approximate time commitment: 4 hours per month

What are the requirements to become an AB Committee Chair?

The AB Committee Chairs oversee their respective Committees in developing its goals, coordinating its committee members, and supporting the overall AB by working closely with committee members, The Night Ministry's Development Department, and developing strong bonds with other AB Committees. Aside from the administration and strategy of the committee, the chair will be expected to drive the execution of ideas.

Core Committee Chair Commitments

- Serve a one (calendar) year term
- Donate and/or fundraise a minimum of \$500
- Schedule monthly meetings with members
- Send meeting notes form to Staff Liaison 48 hours after Committee Meetings
- Work with members to identify goals and achieve objectives
- Provide committee updates at General Board Meetings
- Serve as a representative of The Night Ministry and AB at events as needed
- Approximate time commitment: 8 hours per month

Events Chair

- Plan regular events to raise money, awareness, and keep AB members socially engaged
- Assist Gala Chair in annual marquee event that aims to raise \$5,000+ through ticket sales and fundraisers
- Responsible for soliciting and collecting donations for key events

Marketing Chair

- Develop marketing strategies for AB events and volunteer opportunities
- Assist with the creation and distribution of event invitations and announcements
- Manage and promote the use of various social media channels

Membership Chair

- Monitor the AB's e-mail account, contact lists, and member database
- Research and participate in events to market AB membership opportunities
- Coordinate the AB's New Member Process
- Plan engagement events for members and prospects

Volunteering & Advocacy Chair

- Develop and organize regular volunteering and advocacy opportunities for all members
- Engage 3rd parties interested in The Night Ministry's cause or programs, with staff approval
- Provide content for education and advocacy materials for AB events and communication

Finance Chair

- Engage with other Committee Chairs on events and activities and provide insight from a financial perspective
- Coordinate Finance Committee members' participation in AB events and management of funding and data collection
- Assist the AB Treasurer in developing and managing funding and data collection methods.

What are the requirements to be on the AB Executive Committee?

The Executive Committee Members provide leadership through planning, goal setting, and managing the growth and activities of the board. Aside from the administration and strategy of the AB, Executive Committee Members will ultimately be responsible for developing strong bonds between AB members and ensuring the board meets its goals.

Core Executive Committee Commitments

- Serve a two-year term

Associate Board | 2018 Description Sheet

- Donate and/or fundraise a minimum of \$750
- Attend Executive Committee Meetings and participate in conference calls
- Serve as a representative of The Night Ministry and AB at events as needed
- Provide overall leadership and oversight of the AB in accordance with Bylaws
- Oversee one AB Committee as the Executive Liaison, working with the Committee Chair to ensure goals are set and executed
- Support the planning and execution of Night Lights, especially as related to the duties of their committee
- Review the Associate Board bylaws on an annual basis
- Attend Board of Director meetings to report AB activities, rotating each quarter
- Review and approve AB membership applications
- Approximate time commitment: 16 hours per month

President

- Lead annual AB planning and goal setting
- Run, coordinate, and prepare materials for General Board and Executive Committee Meetings
- Promote accomplishments of the AB and individual members in meetings and communications
- Track all yearly Committee goals, working with Committee Chairs and Executive members

Vice President

- Collaborate with President in preparation for General Board and Executive Committee Meetings
- Run General Board Meetings in President's absence
- Manage engagement and communications for the at-large membership base
- Regularly communicate with members to gauge overall sentiment about the Board's direction

Secretary/Staff Liaison

- Send reminders/follow ups for meetings and events, including committee meeting notes, to AB Active Members and The Night Ministry Staff
- Take General Board Meeting minutes, sending them out to Active Members within one week
- Track volunteer hours for AB meetings and events

- Update Associate Board documents and collateral

Treasurer

- Manage the AB budget and monitor fund level at all times
- Provide quarterly financial updates on the Associate Board's financial progress to Executive Committee and Night Ministry staff
- With Finance Chair, track individual member financial contributions
- Prepare any required financial reporting forms
- Oversee financial transactions before, during, and after AB events and coordinate with event chair regarding check-in procedures
- Review and approve budget change requests from Committee Chairs throughout the year, in consultation with the President

Annually, what events does the AB organize and sponsor?

2018 Events will include:

- January Wintry Mixer at Theory Bar, Monday, January 22nd
- Emporium Arcade Fundraiser, Thursday, March 22nd
- Brew and Bites at Revolution Brewing, Tuesday, May 22nd
- Night Lights Annual Gala, TBD

Where can I learn more about The Night Ministry and the Associate Board?

- The Night Ministry Website:
www.thenightministry.org
- The Night Ministry Facebook Page:
www.facebook.com/thenightministry
- The Night Ministry AB Facebook Page:
www.facebook.com/tnmab
- Email us at: associateboard.tnm@gmail.com