



MetroSquash Auxiliary Board

The MetroSquash Auxiliary Board is a group of young professionals who commit time and resources to helping MetroSquash succeed.

Mission:

The MetroSquash mission is to use squash, academics, mentoring, cultural enrichment and community service to empower Chicago Public School students to realize their full academic, athletic and personal potential. The MetroSquash Auxiliary Board mission is to bring together a diverse group of passionate and committed young professionals to support MetroSquash through volunteering, awareness-raising and fundraising.

Goals:

Through enthusiastic advocacy and participation, MetroSquash Auxiliary Board members can make a significant contribution in three key areas:

- Fostering MetroSquash students' academic, athletic and personal development
- Promoting MetroSquash's visibility and standing in the Chicago community
- Identifying and executing improvements to MetroSquash's organizational and financial health, each through support of the organization's staff, ensuring the cohesiveness of the Auxiliary Board and its goals, and raising money through multiple fundraising initiatives annually.

All of the Auxiliary Board's programming and events are, therefore, designed to further at least one of these goals through (i) volunteering, (ii) raising awareness, and (iii) fundraising.

Membership Requirements:

Members will generally be college graduates under 35 years old with a passion for the program and a commitment to actively supporting at least one of the Auxiliary Board's three primary goals. With this in mind, members are expected to:

- Make a donation of at least \$275 per year to MetroSquash;
- Be an ambassador for the program, promoting its interests within social, professional and civic circles;
- Participate in at least two MetroSquash events involving the students per year. This includes practices, junior tournaments, mentor events, and other events that provide direct interaction with the MetroSquash students;
- Help organize one Auxiliary Board event per year.



To join the Auxiliary Board, a candidate must submit the membership application. The candidate's application will then be considered by the Auxiliary Board at its next meeting. A candidate is welcome to attend any Auxiliary Board events or meetings before their membership is approved.

Meetings:

The Auxiliary Board will meet bi-monthly (starting in January). Meeting dates will be announced at least one month in advance, and agendas will be distributed by e-mail before the meeting. In general, a staff representative will be present at every Auxiliary Board meeting. Meeting dates and times will be determined by the Co-Chairs with input from the membership.

Auxiliary Board committees will also meet occasionally at times and frequency to be determined by the committee chairs. In general, meetings are expected to occur no less than semi-annually; however, additional meetings may be required based on events or activities organized by the Auxiliary Board or the MetroSquash staff.

Committees:

The MetroSquash Auxiliary Board maintains four standing committees: Social, Volunteer, Squash and Board Development. Each committee has a chairperson who is responsible for the operations of that committee. Upon joining the Auxiliary Board, every member joins a committee – committee designations will be determined based on both the specific interests of each individual as well as on the needs of each committee. Each Auxiliary Board member is encouraged to assist other committees whenever they are able. Members are offered the opportunity to switch committees once per year. The committees' objectives are as follows:

- **Social** – To organize, promote, and host social events within the Auxiliary Board and fundraisers for MetroSquash. The Social Committee's flagship event is the spring fundraiser. Additionally, the Social Committee organizes at least six additional internal social events per year (such as "Sip n' Hits", Auxiliary Board outings, etc.);
- **Volunteer** – To organize, promote, and host volunteer activities (generally with an academic, non-squash focus) to support MetroSquash and encourage interaction between volunteers and students. The Volunteer Committee works closely with the organization's staff to identify volunteer needs;
- **Squash** – To organize, promote, and host squash-focused events and to support MetroSquash's squash programming;
- **Board Development** – To promote and sustain an active, engaged and passionate Auxiliary Board by recruiting new members and improving the operations of the Auxiliary Board.

Leadership positions:

In addition to the committee chair roles, there are five executive committee roles:

Co-chair – The two co-chairs are responsible for creating a healthy and active Auxiliary Board that supports MetroSquash's principal goals. With this in mind, the co-chairs focus on fostering a



- rewarding experience for Auxiliary Board members and working with the MetroSquash staff to identify and serve the program's needs. The co-chairs are ambassadors for the Auxiliary Board to the various constituencies of MetroSquash and are expected to be consistent advocates of the program's interests. Additionally, at least one co-chair is expected to be present at each MetroSquash Board meeting to report on the activities of the Auxiliary Board;
- **Vice-chair** – The vice-chair works with the co-chairs to help the Auxiliary Board achieve its goals. The vice-chair is responsible for the Auxiliary Board's membership requirements, including dues. The vice-chair prepares the agenda and meeting materials for Auxiliary Board meetings. Additionally, the vice-chair maintains responsibility for the Auxiliary Board's calendar of events, scheduling meetings and ensuring that events are planned with appropriate regularity and timing;
- **Secretary** – The secretary is responsible for internal board communications. This includes taking minutes and maintaining the Google Calendar. Additionally, the secretary is responsible for tracking member attendance at Auxiliary Board meetings and events, and for maintaining a record of pertinent details of events organized by the Board;
- **Mentor Liaison** – The mentor liaison promotes participation by Auxiliary Board members in the MetroSquash Mentorship Program. The mentor liaison organizes mentor/mentee events, and actively recruits Auxiliary Board members to be mentors.

The executive committee roles and the committee chairs have one-year terms, with the exception of the co-chair position, which has a two-year term. Executive committee members may seek reelection to their roles, but may not serve more than three consecutive terms in the same role. The terms of the two co-chairs are staggered, so that their terms never expire in the same year. A co-chair may only serve two consecutive terms.

Leadership position terms will expire on July 31st of each year. In late May and early June, the co-chairs will contact every member of the Auxiliary Board to get their feedback on Board activities and to gauge their planned involvement for the coming year. Specifically, the co-chairs will ask what committee each member would like to serve on and whether they are interested in pursuing a leadership position. Any member interested in pursuing a leadership position must notify the co-chairs by June 30th. The co-chairs will then distribute a list of the candidates for the leadership positions. At the July Auxiliary Board meeting, candidates will have an opportunity to present their plans for the position for 2 minutes. Voting will be conducted at that meeting by a secret ballot in contested elections. For uncontested elections, a verbal vote will be sufficient.

Other operating guidelines:

- The fiscal year of the Auxiliary Board will correspond to the fiscal year of MetroSquash, which currently ends on July 31st.
- The Executive Committee may choose to waive some or all of the dues for individuals in special circumstances, or may count some portion of ticket purchases (for example, to the Annual Gala) and non-monetary contributions towards dues.