

Pediatric AIDS Chicago
Associate Board Structure
March 2006

The structure of the *Associate Board* of Pediatric AIDS Chicago is outlined below. The Board's first year of activities and following recommendations for consideration have been developed by the Membership Committee of the Board of Directors. The Pediatric AIDS Chicago Board of Directors will provide a liaison to work with the *Associate Board*.

Mission

The mission of the *Associate Board* is to raise funds to assist with the general operations of Pediatric AIDS Chicago (PAC). The *Associate Board's* focus is to raise funds and obtain new membership for PAC through corporate and individual giving, foundation giving, special events and grants. There will be opportunities to support PAC's efforts and hands-on activities in the community. The *Associate Board* should be a positive and rewarding experience for Board members. The *Associate Board* will be accountable to the Board of Directors of Pediatric AIDS Chicago and adhere to the mission of the organization.

Goal: 30 Associate Board members by June 1, 2006

The *Associate Board* is in their initial stages of membership recruitment and currently has no members. The *Associate Board* is to be comprised of individuals representing diverse gender, racial and ethnic backgrounds. The desired membership of the *Associate Board* is between 30 to 50 members.

Goal: Create a committee structure that gives Board members an opportunity to participate and to provide an infrastructure that fosters growth.

Proposed committees: Executive, Membership, Events, Public Relations/Awareness, and Corporate Funding.

Executive: The executive committee will consist of the *Associate Board* officers and serve as liaisons to the other *Associate Board* committees, maintain specific fiduciary responsibilities (listed below), and promote the long term goals of the *Associate Board*. Officers and associated duties include:

President - The President shall preside at all meetings of the *Associate Board* members and of the Executive Committee. The President shall be the Chairman of the Executive/Committee and an ex-officio member of all other committees. The President is responsible for communicating the activities and accomplishments of the *Associate Board* to the Board of Directors liaison.

Treasurer - The Treasurer shall make every effort to ensure that all Board members pay dues in accordance with those policies and procedures established by the Executive Committee. The Treasurer shall maintain a record of all financials/budgets for operating and event costs and

present a report at meetings when requested by the President. The Treasurer shall perform such other duties as delegated by the President.

Secretary - The Secretary shall keep attendance records and a record of minutes of each formal meeting of the Board members and the Executive Committee. The Secretary shall perform such other duties as delegated by the President.

Vice President - The Vice President shall assist with the execution of Board business and the communication with internal and external constituencies of the Board. The Vice President of Membership shall perform such other duties as delegated by the President.

Membership: The *Associate Board* is to be comprised of 30 to 50 individuals representing diverse gender, racial and ethnic backgrounds. The membership committee should serve several functions and, therefore, have the following subcommittees:

- **Recruitment** – This subcommittee is charged with recruiting individuals to further strengthen and diversify the Board.
- **Orientation** – This subcommittee should create scheduled opportunities for new and potential Board members to be introduced to Pediatric AIDS Chicago, as well as the structure and goals of the Associate Board.
- **Board Social Planning** – This subcommittee is charged generally with creating opportunities for Board members to connect with Pediatric AIDS Chicago, as well as each other, and to increase ownership and accountability to the Associate Board’s activities and goals. More specifically, this subcommittee should develop opportunities for Board members to participate in other PAC activities, potentially by offering the Board’s membership as staffing for professional events. Additionally, this subcommittee should develop two Associate Board social events each year for the Board members to get to know one another in a non-meeting or club event setting. These social events could potentially become recruiting events as well.
- **Committee Assignments** – This subcommittee should work with new members to pair skills and interests with the appropriate committee. All Board members should be made aware that every Board member is expected to serve on one committee.

Events: The event committee will plan two major events, as well as manage any additional fundraising opportunities that present themselves. It is the hope that the largest event is turned into a “signature” event. Ideally, Pediatric AIDS Chicago events will create buzz and will be known to be fun, anticipated, and not to be missed.

Subcommittees for the events committee will be determined as events present themselves.

Public Relations/Awareness: This committee will be the public relations arm of the *Associate Board* and will direct promotion of Board events through a variety of media, as well as raise

general awareness for PAC through non-fundraising activities at public events and other outreach opportunities. This committee will work closely and have the support of Pediatric AIDS Chicago's public relations firm (GCI Group).

Corporate Funding: This committee is responsible for cultivating financial sponsorship for the Board's activities as a whole (corporate sponsors), as well as individual events. This committee should also explore cause-marketing partnerships focused on awareness.

Three Year Vision

Ultimately, the *Associate Board* of Pediatric AIDS Chicago should become an established group of professionals dedicated to raising funds to help enhance the lives of women and their families infected and affected by HIV/AIDS. The Board's goal should be to raise \$150,000 annually, promote general awareness of Pediatric AIDS Chicago and to have fun while producing exciting and fresh events. The Board will have established a signature event as well as a reputation for producing fun and fresh events that people anticipate. The *Associate Board* of Pediatric AIDS Chicago should become a group of professionals that others seek to join.

Through the establishment of distinct goals and a committee structure to foster growth, the *Associate Board* of Pediatric AIDS Chicago will be in position to meet and exceed all of these goals.