



## ***Marillac St. Vincent Family Services Center and Board Information***

*(Please keep this page for your own reference.)*

### **About the Organization**

Marillac St. Vincent Family Services [MSV], a ministry of the Daughters of Charity, is a 100 year old social service agency committed to serving those most in need in Chicago. Our clients come from over 50 neighborhoods throughout the city and our constituency reflects the diversity in the community. We have three main programs between our North and West side centers; Child Development, Youth Services, and Community Outreach Services. Over 10,000 individuals are served at MSV each year. Funding for our budget comes from government grants, foundations, and private donations. Without the help of generous donors, volunteers, and staff, MSV would not be able to provide these services that empower those most in need to reach their greatest potential.

### **Center Program Descriptions**

#### **Child Development**

Services are provided to over 750 children who come from low-income backgrounds. MSV is one of Illinois' largest non-profit child care providers, serving children ages 3 months through 12 years old. At least 90% of the families receive subsidized child care through the State. Having demonstrated compliance with nationally recognized criteria for high-quality early childhood programs, the Child Development program has been awarded accreditation by the National Association for the Education of Young Children (NAEYC), and has been included in the ExceleRate Illinois Gold Circle of Quality.

#### **Community Outreach Services**

Community Outreach Services is a key resource for vulnerable men, women and children, especially those at high risk because of limited income, housing options and employment opportunities. The annual Homeless Outreach Luncheon & Resource Fair is held in November, and provides food, winter clothing and sleeping bags to nearly 400 of Chicago's homeless. Included in Community Outreach are services for seniors as well. The Senior Services program provides comprehensive services for low-income seniors who are either homebound and/or at-risk in Chicago. Services include case management to low-income seniors, outreach to assist seniors with referrals, and visiting companions to isolated seniors. The Senior Services program fosters a holistic approach to living by nurturing the spiritual, emotional and physical needs of our senior clients.

## Youth Services

**Hope Junior** offers children and teens high quality after school program activities and opportunities during non-school hours. The goal of Hope Junior is to provide youth with positive experiences at a young age that will translate into positive choices in the future. **Project Hope** is a comprehensive program for pregnant and parenting teens (age 12-19) that addresses the many needs of pregnant/parenting teens in the community. In addition, through the CPS Prevention Initiative, we are able assist young mothers age 20-25 with many of the same services.

## About the Associate Board

The Marillac St. Vincent Family Services Associate Board was founded in 1997 out of a desire to support and enhance the activities of the organization and provide young professionals with the opportunity to participate in the work at MSV, all while having fun in the process.

The mission of the Associate Board is to create awareness for MSV by reaching out to young professionals through education, social, and fundraising activities. Please see the addendum "**Board Member Expectations**" to see general guidelines as an Associate Board Member.

## How to join the Board

Prior to consideration by the Associate Board, any applicant must complete these three steps:

1. Candidates must **RSVP for the recruitment event** by Monday, August 24<sup>th</sup> by replying to Tracy Greco at [tgrecs@gmail.com](mailto:tgrecs@gmail.com)
2. Candidate must complete and submit an **Application**
3. Candidate must attend first board meeting at St. Vincent de Paul Center for a brief **Interview** and tour of the Center

Applicants will be informed of acceptance to the Board after the first meeting.

## Additional Information

Any questions please contact: Tracy Greco at [tgrecs@gmail.com](mailto:tgrecs@gmail.com)

*The Associate Board of the Marillac St. Vincent Family Service is a membership organization uniting a diverse group of young adults who share a common interest in fostering awareness of and raising funds for Marillac St. Vincent.*

**Marillac St. Vincent  
Family Services Center  
Associate Board**

***Membership Application***

**Name:**

**Home Address:**

**Current Employer/Occupation:**

**Home Phone:**

**Work Phone:**

**Email:**

**Birth date:**

**Undergraduate School and major:**

**Graduate School:**

**Current non-profit/ volunteer affiliations:**

**Why do you want to join the Associate Board?**

*If selected, what committee would you like to join? Please refer to the addendum "2015-2016 Marillac St. Vincent Family Services Committee Descriptions" for committee descriptions and rank your top three choices, 1 being first choice:*

\_\_\_ Fundraising & Giving Circle Committee

\_\_\_ Marketing Committee

\_\_\_ Recruiting & Development Committee

\_\_\_ Finance Committee

\_\_\_ Events Committee

\_\_\_ Outreach & Mission Committee

**What special skills or experiences would you bring to the Board?**

**How did you hear about Marillac St. Vincent Family Services?**

**Please return this completed form by September 1st to:**

Attn: Meredith Oney  
Associate Director of Development, Special Events  
2145 N. Halsted St.  
Chicago, IL 60614

[Meredith.oney@marillacstvincent.org](mailto:Meredith.oney@marillacstvincent.org)

## Board Member Expectations

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The following are a list of minimum expectations as a board member for the Associate Board of Marillac St. Vincent Family Services:

- 1.) Be a caring individual who wants to have a positive impact in their community and do so in a fun environment with likeminded young professionals
- 2.) Be a willing volunteer at Associate Board sponsored events
- 3.) Actively market Associate Board sponsored events through:
  - a. Spreading the word to friends, family, and others
  - b. Actively support the planning of the event itself
  - c. Attending events
- 4.) Fulfill specific fundraising requirements to be outlined throughout the year
- 5.) Attend 70% of Board Meetings
  - a. Meetings are held once a month after work hours
  - b. Dial In acceptable for those that cannot attend certain meetings
- 6.) Volunteer at two (2) events throughout the year mandated as MSVFS Associate Board sponsored volunteer events
  - a. The Community Service Chair will be providing a list of dates as far in advance as possible so that board members will be able to pick and choose the two events they would like to participate in
- 7.) Be on and participate in at least one sub-committee throughout the year. Sub-Committees include:
  - a. House of Cards
  - b. Fall Affair
  - c. Planned Giving
  - d. Marketing
  - e. Community Service
  - f. Various Event Sub-Committee's
  - g. Others TBD
- 8.) Pay Board dues

### **Marketing Committee –**

The marketing committee assists the board in planning promotional activities for fundraising events through strategic outreach and other marketing channels. Various tools for execution include Facebook, Twitter, blogs and other deliverables, as well as brainstorming and executing other traditional and non-conventional outlets.

Director: Megan McSherry

### **Finance Committee -**

Finance Committee will be responsible for preparing annual budget, helping create event specific budgets, and set fund raising goals. In addition, finance committee will present budget updates at each monthly meeting. Finance committee will also be responsible for collecting board dues, grant money, and outside donations.

Director: Kristen Ipema

### **Outreach & Mission Committee -**

This subcommittee's main focus is to find, schedule and attend local outreach programs to support the community, other charities and the Marillac St. Vincent Family Service Centers. These events can range from Program Events to setting up a charity 5k walk/run team. General expectation from subcommittee members is to seek out a minimum of 2 outreach events and schedule/lead at least 1 throughout the year.

Director: Taylor Potts

### **Fundraising & Giving Circle–**

The Fundraising and Giving Circle Committee will be responsible for prospecting and cultivating young professionals with larger giving capacity and maintaining appropriate time lines for corporate solicitations and in-kind gifts. The Committee will strategically utilize the Associate Board's network to find donors while managing the relationships with current donors participating in the Giving Circle.

Director: Derek Nelson

### **Events Committee –**

Throughout the year the Board will put on various events that will be spearheaded by different members of the Associate Board. All Associate Board members are encouraged to participate in the brainstorming of the ideas, spearheading the initiatives and planning for the events.

The committee is responsible for planning the Associate Board's key fundraising event, House of Cards. Responsibilities include booking the venue, developing (along with the finance committee) a budget for the event, securing key vendors, organizing donations solicited by Board Members and working collaboratively with other board members and committees in the general planning of the event.

Director: Kathleen Vickerman