

BY LAWS

- Board Governance:
 - Chair: The Chair will be the principal officer and spokesperson of the Emerging Professionals Board (EPB) and will, in general, supervise all the activities and business of the EPB with the support of First Call Staff. Duties include:
 - Developing an agenda with First call Staff in advance of EPB meetings
 - Presiding over all EPB meetings and activities
 - Leading recruitment efforts for the EPB
 - Acting as liaison between EPB and Board of Directors
 - Ensuring EPB attendance at Board of Directors meetings
 - Ensuring EPB members contribute a “meaningful gift” annually
 - Vice Chair: The Vice-Chair will assist and counsel the Chair in all EPB matters and activities. The Vice-Chair will assume the office and duties of the Chair of the EPB in the next term unless he or she is unable or declines. Duties include:
 - Leading EPB meetings in Chair’s absence
 - Working closely with Chair and supporting their function
 - Taking meeting notes if Secretary is absent
 - Ensuring action items are completed and timelines are met
 - Acting as key contact for internal EPB projects
 - Secretary: The Secretary is responsible for coordinating the recording and dissemination of board meeting minutes and maintaining board documents and records. Meeting minutes will include:
 - Who is present and absent
 - Agenda
 - Items discussed
 - Key issues raised
 - Action items
 - Any other relevant information

- Recruitment:
 - · Potential members must fill out an application for EPB membership and interview with members of the EPB and First Call staff.
 - · We will not enforce an age limit for the board.
 - · The EPB will have a minimum of five members and a maximum of eleven members.



- Commitment to Diversity
 - First Call's EPB is committed to diversity, equity, and inclusion. Our commitment to diversity, equity, and inclusion will be reflected, and fundamental, in our recruitment process as well as all EPB activities and programming. First Call's EPB will foster an inclusive and opening environment for all, prioritizing DEI initiatives and activities.
- Tenure:
 - · Members will commit to serving a two-year term with the opportunity to extend this membership to another two-year term.
 - Governing Officers will serve a one-year term with the opportunity to continue on as an EPB member after their term.
 - To run for the EPB Chair position, members must have at least one year tenure.
- Engagement
 - Members must attend 70% of meetings.
 - This equals 7/10 meetings per year.
 - Members must attend one “larger” First Call event each year.
 - · Members will make a donation that is personally meaningful to them.
 - · Members will attend the annual Board of Director’s Retreat.
- Committee Involvement
 - · EPB members are encouraged to join one of the established Board of Directors Committees.
- Resignation and Removal of Members
 - · If a board member decides they need to resign, written resignation must be provided to the chair of the EPB.
 - · If at any time a board member is not fulfilling their duties or actions are in misalignment with First Call’s Mission, the member is subject to membership review by the EPB.
 - · Following a membership review, the member being reviewed may be removed a majority vote of