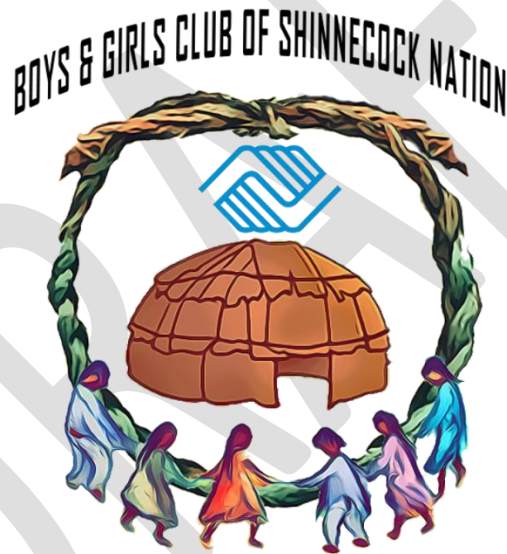


SHINNECOCK INDIAN NATION



Shinnecock Nation Boys & Girls Club Advisory Board

Code and Operating Policies & Procedures

Adopted by Resolution of the Council of Trustees

[Insert Date] __, 2026

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Code and Operating Policies & Procedures

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Shinnecock Nation Boys & Girls Club Advisory Board
Code and Operating Policies & Procedures

ARTICLE I. AUTHORITY

The Shinnecock Boys & Girls Club Advisory Board (“Advisory Board”) is established by resolution of the **Shinnecock Council of Trustees** pursuant to the Advisory Committee Code of the Shinnecock Indian Nation.

The Advisory Board is a **subsidiary advisory body of the Tribal government** and shall operate strictly within the authority and limitations set forth in Tribal law.

The Advisory Board **shall not constitute a governing board**, corporate board of directors, or independent legal entity.

All governing authority, fiduciary responsibility, and operational control of the Shinnecock Boys & Girls Club remain solely with the Council of Trustees and its designated Tribal administration.

ARTICLE II. PURPOSE

The purpose of the Advisory Board is to provide informed, culturally grounded, and community-based advice to the Council of Trustees and program leadership regarding:

1. Youth development strategy
2. Program quality and effectiveness
3. Cultural integration and preservation
4. Community engagement and outreach
5. Resource development and sustainability
6. Support the development and sustainability of the Shinnecock Boys & Girls Club
7. Provide **policy and strategic guidance** to the Council of Trustees and program leadership
8. Promote the mission and values of the Boys & Girls Clubs of America
9. Assist in **resource development, partnerships, and community engagement**
10. Advocate for programs that support **youth development, safety, and wellbeing**
11. Provide culturally grounded guidance consistent with Shinnecock values and community priorities

The Advisory Board shall support the mission and standards of the Shinnecock Nations's Boys & Girls Club as well as the Boys & Girls Clubs of America while ensuring alignment with the laws, values, and priorities of the Shinnecock Indian Nation.

ARTICLE III. POWERS AND LIMITATIONS

Consistent with the Advisory Committee Code:

Section 1. Advisory Role Only

The Advisory Board may:

- Provide recommendations to the Council of Trustees
- Advise Tribal staff on program development and improvement
- Assist in identifying partnerships, funding opportunities, and community needs

Section 2. Prohibited Actions

The Advisory Board shall not:

- Exercise managerial or supervisory authority over staff
- Direct day-to-day operations of the Club
- Establish or implement policy independently
- Commit the Nation to any agreements or obligations
- Control or obligate funds

All recommendations are **non-binding** unless adopted by the Council of Trustees.

ARTICLE IV. MEMBERSHIP

Section 1. Composition

The Advisory Board shall consist of no more than 15 members appointed by the Council of Trustees in accordance with Tribal law of which there will be an executive committee consisting of a chair, vice-chair, secretary, and treasurer. Board seats shall be held for no more than two members of the Council of Trustees who shall serve as non-voting members; two family members of active/current youth members; a member of the Shinnecock Elders Council; and no more than two youth representatives.

Section 2. Qualifications

Members should collectively reflect expertise in:

- Youth development

- Education
- Behavioral health
- Cultural knowledge
- Community leadership
- Finance or fundraising

All members must meet the eligibility and ethical standards established in the Advisory Committee Code.

Section 3. Sub-Committees

- Safety
- Resource Development
- Finance & Fundraising
- Program & Youth Outcomes
- Cultural Integration
- Special Events & Programming

Section 4. Terms

- Board members serve on staggered terms
- Three-year terms for the executive committee and committee chairs
- Two-year terms for standard board members
- One-year terms for the youth representative

Section 5. Removal

Removal, resignation, and vacancy procedures shall follow the Advisory Committee Code.

ARTICLE V. OFFICERS

The Advisory Board shall elect from its membership an executive committee:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

Duties and responsibilities shall be consistent with Tribal law.

ARTICLE VI. MEETINGS AND PROCEDURES

- The Advisory Board shall meet at least monthly
- A quorum shall be established in accordance with the Advisory Committee Code
- Meetings shall follow established order of business procedures
- Minutes shall be recorded, approved, and submitted to the Council of Trustees

Executive (closed) sessions may be held when necessary to protect:

- Confidential information
 - Youth safety
 - Sensitive program matters
-

ARTICLE VII. ETHICS, CONDUCT, AND CONFIDENTIALITY

All members shall:

- Comply with their oath of office
- Adhere to conflict of interest requirements
- Maintain strict confidentiality of sensitive information
- Conduct themselves in a manner that reflects integrity and respect

Members shall not act individually on behalf of the Advisory Board unless authorized.

ARTICLE VIII. YOUTH SAFETY AND CLINICAL INTEGRITY

The Advisory Board recognizes that the protection of youth is paramount.

Members shall:

- Support adherence to all youth protection policies and standards
- Promote safe, trauma-informed, and culturally competent programming
- Immediately elevate any concerns regarding youth safety through appropriate Tribal channels

Nothing in this Charter authorizes the Advisory Board to intervene in individual client or youth cases, which remain under the authority of qualified staff and applicable professional standards.

ARTICLE IX. RELATIONSHIP TO TRIBAL STAFF

The Advisory Board shall maintain a **collaborative relationship** with staff.

- The Club Director or designee shall attend meetings as appropriate
- The Advisory Board may request information through appropriate supervisory channels
- The Advisory Board shall not directly assign tasks to staff
- Provide input on:
 - Program quality
 - Cultural integration
 - Community needs
 - The annual evaluation of the Club Director
- Assist with:
 - Fundraising strategies
 - Grant opportunities
 - External partnerships
 - Recruitment of Staff

The Club Director (or designee) shall attend meetings as appropriate.

ARTICLE X. REPORTING AND ACCOUNTABILITY

The Advisory Board shall:

- Provide and present quarterly reports to the Council of Trustees
 - Present recommendations aligned with Tribal law and policy
 - Participate in scheduled briefings as required
-

ARTICLE XI. TRAINING AND ORIENTATION

All Advisory Board members shall participate in required training to ensure compliance with Tribal law, ethical obligations, and applicable standards associated with the Boys & Girls Club model.

Section 1. Tribal Training Requirements

All members shall complete:

- Annual Advisory Committee training as required by the Shinnecock Indian Nation
 - Orientation on the Advisory Committee Code and applicable Tribal laws
 - Ethics, confidentiality, and conflict of interest training
-

Section 2. Boys & Girls Clubs of America (BGCA) Training Requirements

To support alignment with Boys & Girls Clubs of America standards, Advisory Board members shall complete applicable BGCA governance and youth safety trainings, which may include:

A. Youth Protection & Safety (Required Priority)

- BGCA Youth Protection Training
- Mandated Reporter Training (as applicable under state and Tribal law)
- Training on recognizing and reporting child abuse and neglect
- Safe environment and incident reporting protocols

B. Board Governance & Oversight (Advisory-Level)

- BGCA Board Member Orientation (or equivalent governance training)
- Roles and responsibilities of board/advisory members
- Understanding the distinction between governance and management
- Ethical leadership and fiduciary awareness (advisory context)

C. Program Quality & Youth Development

- Overview of BGCA Youth Development Strategy
- Trauma-informed care and youth engagement practices
- Cultural competency and community-based youth programming

D. Equity, Inclusion, and Cultural Responsiveness

- Training in diversity, equity, and inclusion principles
- Integration of culturally grounded practices consistent with Shinnecock values

Section 3. Scope and Applicability

Completion of BGCA-related trainings is intended to:

- Strengthen the Advisory Board's ability to provide informed guidance
- Support compliance with national affiliation standards
- Enhance youth safety and program quality

Such training **does not confer governing authority** and shall not alter the Advisory Board's role as a non-governing body under Tribal law.

Section 4. Documentation and Compliance

- The Club Director or designated staff shall maintain records of completed trainings
 - Advisory Board members may be required to complete training within a specified timeframe following appointment
 - Ongoing or refresher training may be required annually or as standards evolve
-

ARTICLE XII. FINANCIAL RESPONSIBILITIES & LIMITATIONS

The Advisory Board:

- Has no independent financial authority
- Shall not control funds
- Ensures responsible use of funds and financial accountability
- Shall support development of annual budget with the Club Director to be presented to the Council of Trustees and/or Tribal Administrator.
- May assist in identifying funding opportunities and partnerships
- Shall support & promote fundraising events
- Make an annual personal contribution that is meaningful to the member utilizing the BGCA Give or Get model

All financial matters remain under Tribal authority.

ARTICLE XIII. YOUTH VOICE & ENGAGEMENT

Section 1. Purpose

The Advisory Board recognizes that youth voice is essential to the development of effective, culturally relevant, and responsive programming. This Article establishes a structured mechanism to incorporate youth perspectives into advisory processes while maintaining appropriate governance boundaries.

Section 2. Youth Advisory Representative(s)

The Advisory Board may include one (1) to two (2) Youth Advisory Representatives who:

- Are active participants in the Shinnecock Boys & Girls Club or an active member of the Shinnecock Youth Council and/or an active youth in the Community
- Demonstrate leadership, responsibility, and interest in community service

- Reflect the values and diversity of the youth served
- Be between the ages of 13- 24 years of age

Role:

Youth Advisory Representatives shall:

- Provide input on programs, activities, and Club environment
 - Share feedback from youth participants
 - Participate in discussions on program quality and engagement
 - Support youth-led initiatives and community engagement efforts
-

Section 3. Appointment & Term

- Youth representatives shall be nominated by Club staff and approved by the Council of Trustees or designee
 - Terms shall be one (1) year, with the option for renewal
 - Participation is voluntary and may be revoked if expectations are not met
-

Section 4. Participation Parameters

To protect both youth and the Nation:

- Youth representatives are non-voting members
 - Youth shall not participate in executive sessions involving:
 - Personnel matters
 - Confidential clinical or behavioral health information
 - Legal or sensitive Tribal matters
 - Youth participation must comply with:
 - Youth protection policies
 - Parental/guardian consent requirements
 - Confidentiality safeguards
-

Section 5. Adult Mentorship & Support

- Each Youth Representative shall be paired with an Adult Board Mentor

- The mentor will:
 - Provide guidance on meeting processes
 - Support preparation and participation
 - Ensure the youth voice is heard respectfully and appropriately
-

Section 6. Youth Feedback Mechanisms

The Advisory Board shall support additional youth engagement methods, which may include:

- Youth listening sessions
 - Surveys or feedback forums
 - Youth-led presentations to the Advisory Board
 - Cultural knowledge sharing opportunities
-

Section 7. Cultural Integration

Youth Voice efforts shall reflect and uplift:

- Shinnecock cultural values
 - Intergenerational knowledge exchange
 - Respect for community traditions and leadership structures
-

Section 8. Reporting

Youth input shall be:

- Reflected in Advisory Board recommendations
 - Included, as appropriate, in quarterly reports to the Council of Trustees
-

ARTICLE XIV. AMENDMENTS

This Code may be amended only by formal action of the Council of Trustees.

Appendix A:

Board Position

Summaries

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1. Advisory Board Chair

Position Summary

The Chair provides leadership to the Advisory Board, facilitates meetings, and serves as the primary liaison between the Advisory Board, the Club Director, and the Council of Trustees. The Chair ensures the Board fulfills its advisory responsibilities while respecting the governance authority of the Council of Trustees.

Responsibilities

- Preside over all Board meetings.
- Develop meeting agendas with the Club Director and Council Liaison.
- Facilitate productive and respectful discussion.
- Appoint committee chairs, subject to Board approval where applicable.
- Ensure committee work is completed.
- Present quarterly reports and recommendations to the Council of Trustees.
- Serve as spokesperson for the Advisory Board when authorized.
- Encourage Board development, recruitment, and succession planning.
- Ensure adherence to Tribal law, ethics, and Board policies.

Estimated Annual Commitment: 80–120 volunteer hours

2. Vice Chair

Position Summary

The Vice Chair supports the Chair and assumes the Chair's responsibilities during their absence.

Responsibilities

- Assist with meeting facilitation.
- Coordinate committee activities.
- Lead special projects.
- Mentor new Board members.
- Perform duties delegated by the Chair.
- Assume Chair responsibilities when necessary.

Estimated Annual Commitment: 60–80 volunteer hours

3. Secretary

Position Summary

The Secretary maintains the official records of the Advisory Board.

Responsibilities

- Record meeting minutes.
 - Maintain attendance records.
 - Maintain Board rosters.
 - Ensure official records are preserved.
 - Coordinate distribution of agendas and meeting packets.
 - Track completion of Board action items.
 - Maintain confidentiality of Board records.
-

4. Treasurer

Position Summary

Because the Advisory Board has no financial authority, the Treasurer serves in an advisory and educational capacity regarding budgets, fundraising, and financial stewardship.

Responsibilities

- Review budget information presented by staff.
 - Assist with fundraising planning.
 - Support grant identification.
 - Promote financial transparency.
 - Report fundraising progress.
 - Educate Board members on financial reports.
-

5. Committee Chair

Position Summary

Committee Chairs coordinate the work of their assigned committee and report recommendations to the full Advisory Board.

Responsibilities

- Schedule committee meetings.
- Facilitate committee discussions.
- Assign committee work.
- Report committee recommendations.
- Support implementation of Board-approved initiatives.

Committees may include:

- Safety
 - Finance & Fundraising
 - Program & Youth Outcomes
 - Cultural Integration
 - Resource Development
-

6. Council of Trustees Liaison

Position Summary

The Council Liaison serves as the communication bridge between the Council of Trustees and the Advisory Board.

Responsibilities

- Communicate Council priorities.
- Provide Board updates to the Council.
- Clarify Tribal policies.
- Facilitate information sharing.
- Support alignment with Tribal governance.

Voting Status: Non-voting member.

7. Parent Representative

Position Summary

Parent Representatives ensure the perspectives of Club families are incorporated into Board recommendations.

Responsibilities

- Represent family concerns.
 - Promote family engagement.
 - Assist with recruitment and outreach.
 - Encourage volunteer participation.
 - Participate in Board committees.
 - Provide feedback on program quality.
-

8. Elder Representative

Position Summary

The Elder Representative provides cultural guidance and helps ensure the Club reflects Shinnecock traditions and values.

Responsibilities

- Advise on cultural programming.
 - Promote language and cultural preservation.
 - Support traditional teachings.
 - Mentor youth.
 - Assist with ceremonial activities.
 - Strengthen intergenerational connections.
-

9. Youth Advisory Representative

Position Summary

Youth Representatives provide direct insight into the needs and experiences of youth participating in the Club.

Youth Representatives serve as **non-voting advisory members** and do not participate in executive sessions involving confidential personnel, legal, or youth-specific matters.

Responsibilities

- Share youth perspectives.
- Participate in Board discussions.

- Assist with youth engagement activities.
- Encourage peer participation.
- Support youth-led initiatives.
- Work with an assigned Adult Board Mentor.

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Appendix B:

Youth Advisory

Representative

Application

SHINNECOCK BOYS & GIRLS CLUB
Youth Advisory Representative Application

SECTION 1: APPLICANT INFORMATION

Full Name: _____

Date of Birth: _____

Age: _____

Address: _____

Phone Number: _____

Email (if applicable): _____

Under 18 years old Parent/Guardian Name(s): _____

Parent/Guardian Contact Number: _____

SECTION 2: ELIGIBILITY

Applicants must:

- ☐ Be an active participant in the Shinnecock Boys & Girls Club **OR** the Shinnecock Youth Council
 - ☐ Be between the ages of 13–24
 - ☐ Demonstrate leadership, responsibility, and respect
 - ☐ Be willing to participate in meetings and represent youth voice
-

SECTION 3: INTEREST & EXPERIENCE

1. Why do you want to serve as a Youth Advisory Representative?

2. What programs or activities at the Club are most important to you?

3. What ideas do you have to improve the Club for other youth?

4. Have you participated in leadership roles before? (school, community, sports, etc.)

SECTION 4: COMMITMENT

If selected, I agree to:

- ☐ Attend scheduled Advisory Board meetings (as appropriate)
- ☐ Share respectful and honest feedback from youth participants
- ☐ Represent the values of the Shinnecock Nation
- ☐ Maintain confidentiality when required
- ☐ Follow all Club rules and expectations

Applicant Initials: _____

SECTION 5: YOUTH SIGNATURE

I understand that this role is an opportunity to share youth voice and does not include decision-making authority.

Signature: _____

Date: _____

PARENT/GUARDIAN CONSENT FORM (if under age of 18)

SECTION 6: CONSENT & PERMISSION

I, _____ (Parent/Guardian),
give permission for _____ (Youth Name)
to participate as a Youth Advisory Representative for the Shinnecock Boys & Girls Club.

I understand and acknowledge that:

- ☐ My child may attend Advisory Board meetings in a limited, supervised capacity
 - ☐ My child will not participate in confidential or restricted discussions (including personnel, legal, or sensitive matters)
 - ☐ This role is advisory only and does not include governance authority
 - ☐ My child will be paired with an adult mentor for guidance and support
 - ☐ Participation must comply with all youth safety and Tribal policies
-

SECTION 7: LIABILITY & SAFETY ACKNOWLEDGMENT

I understand that:

- The Shinnecock Boys & Girls Club and the Shinnecock Indian Nation will take reasonable steps to ensure a safe environment
- My child is expected to follow all rules and behavioral expectations
- I will ensure my child has transportation to and from meetings (unless otherwise arranged)

SECTION 8: MEDIA & COMMUNICATION PERMISSION (OPTIONAL)

- ☐ I give permission for my image to be included in photos, reports, or presentations related to Youth Advisory activities
- ☐ I give permission for my child to be included in photos, reports, or presentations related to Youth Advisory activities
- ☐ I do NOT give permission

SECTION 9: YOUTH (if 18 years or older)/PARENT/GUARDIAN(under 18) SIGNATURE

Signature: _____

Date: _____

Phone: _____

Email: _____

STAFF / ADMINISTRATIVE USE ONLY

- Application Received Date: _____
- Reviewed By: _____
- Interview Completed: ☐ Yes ☐ No
- Approved: ☐ Yes ☐ No
- Council/Designee Approval Date: _____
- Assigned Mentor: _____

Appendix C:

Board Job

Description

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Shinnecock Indian Nation**Job Description****Position Title****Advisory Board Member (Volunteer)****Department**

Shinnecock Boys & Girls Club

Reports To

Shinnecock Council of Trustees

Classification

Volunteer Appointed Position (Non-Employee)

Term

Two-year appointment with eligibility for reappointment.

Position Summary

The Shinnecock Indian Nation is seeking dedicated community leaders, professionals, parents, and advocates to serve as volunteer members of the Shinnecock Boys & Girls Club Advisory Board.

Advisory Board Members provide strategic advice and community-based recommendations that support the growth, quality, and long-term sustainability of the Boys & Girls Club. Members help promote positive youth development while ensuring programs reflect the values, culture, and priorities of the Shinnecock Indian Nation.

This is an advisory position only and does not include authority over personnel, finances, or daily operations of the Club.

Essential Duties and Responsibilities

- Attend monthly Advisory Board meetings and special meetings as needed.
 - Review and provide recommendations regarding youth programs, strategic initiatives, and community needs.
 - Support the mission and vision of the Shinnecock Boys & Girls Club.
 - Serve on at least one Board committee.
 - Assist with community outreach, partnerships, and fundraising initiatives.
 - Advocate for safe, inclusive, and culturally grounded youth programming.
 - Promote positive relationships between the Club, families, and the community.
 - Maintain confidentiality regarding Board business and sensitive information.
 - Complete all required Tribal and Boys & Girls Club orientation and training.
 - Conduct all Board activities with integrity, professionalism, and respect.
-

Minimum Qualifications

Applicants should possess:

- A commitment to improving the lives of youth and families.
 - Demonstrated leadership, volunteer, or professional experience.
 - Ability to work collaboratively with diverse individuals and organizations.
 - Excellent communication and interpersonal skills.
 - Commitment to maintaining confidentiality and ethical conduct.
 - Ability to attend regular meetings and actively participate in Board activities.
 - **MUST** submit to, complete and pass a comprehensive background check
-

Preferred Qualifications

Experience in one or more of the following areas is preferred:

- Youth Development
 - Education
 - Behavioral Health
 - Social Services
 - Tribal Government
 - Finance or Accounting
 - Law Enforcement/Legal & Justice/Emergency Management
 - Human Resources
 - Business Administration
 - Fundraising or Grant Development
 - Public Health
 - Cultural Preservation
 - Nonprofit Leadership
 - Community Development
-

Time Commitment

- Monthly Board meetings (approximately 2 hours)
- Committee meetings as assigned

- Annual planning retreat
 - Community and fundraising events
 - Approximately 40–60 volunteer hours annually
-

Required Knowledge, Skills, and Abilities

- Ability to exercise sound judgment.
 - Ability to maintain confidentiality.
 - Strong organizational and communication skills.
 - Ability to analyze information and provide thoughtful recommendations.
 - Respect for Tribal sovereignty, culture, and governance.
 - Ability to collaborate in a team environment.
-

Training Requirements

Selected members must complete required orientation and ongoing training, including:

- Advisory Board Orientation
 - Ethics and Confidentiality
 - Conflict of Interest
 - Youth Protection
 - Cultural Competency
 - Other training as required by the Shinnecock Indian Nation and Boys & Girls Club standards.
-

Working Conditions

This is a volunteer leadership position. Members primarily attend evening meetings and occasional weekend events. No physical demands beyond those associated with meeting participation and community engagement are required.

Compensation

This is a volunteer position. No salary or wages are provided. Members may be eligible for reimbursement of approved expenses in accordance with Tribal policy.

How to Apply

Interested applicants should submit:

- A completed Advisory Board Application
- Resume or summary of relevant experience
- Letter of interest describing why they wish to serve
- Three professional or community references

Applications will be reviewed by the Shinnecock Council of Trustees. Final appointments are made by the Council of Trustees in accordance with Tribal law.