



Allied People Offering Year-Round Outreach
P.O. Box 194, Ellensburg, WA 98926
apoyocommunity@gmail.com
www.apoyo-community.org
(509) 201-1820

Serving as a member of the APOYO Youth Empowerment Program Organizing Committee

The Inatai Emerging Opportunities fund enables APOYO to establish the Youth Empowerment Program to engage youth in community empowerment as they develop their leadership skills through education, political participation, community solidarity, and activism. Understanding, pursuit and achievement of racial justice objectives guide program development. Please read the Inatai Foundation Emerging Opportunities Fund – Youth Empowerment Program proposal carefully.

Your participation as a member of the program Organizing Committee is vital. APOYO is grateful for your commitment!

Organizing Committee member responsibilities

- Reserve time to serve as an Organizing Committee member: from July 1, 2025 – June 30, 2026, reserve approximately 4 hours/month (more for those serving as mentors);
- Attend and participate actively in meetings and events;
- Respond within 48 hours to emails, texts, and other communications;
- Identify and respect the roles of other members of the Organizing Committee and program employee/s, interns, volunteers, and sponsors;
- Serve as a mentor and/or assist with the recruitment of mentors and mentees;
- Assist with recruitment of Organizing Committee members, interns, and youth participants;
- Offer support and share your ideas with the program coordinator;
- Share your connections with educators, students, alums, activists, organizations, and political leaders;
- Help identify prospective funding sources and sponsors;
- Help assess program progress;
- Assure program activities and events align with grant objectives and goals;
- Contribute actively to designing curriculum and planning activities and events: engaging educational experiences, mentorships, job shadowing, and direct engagement with activist organizations, lobbyists, and legislators;
- Community members and the committee can provide meaningful work support to youth seeking employment and educational opportunities
- Assisting youth with specific requirements (training and education) with work speakers in particular industries (presentations and workshops)
- If receiving a quarterly stipend, engage in active service that quarter; read and sign the Stipend Agreement Form
- Find a replacement to fill your committee seat if you need to resign.

Please review these APOYO Executive Director duties related to the program

APOYO's Executive Director is responsible for the overall management of the organization and, therefore, must fulfill the following responsibilities:

- Ensure activities and work of Organizing Committee members, staff, interns, and volunteers support APOYO's mission;
- Approve and manage the program budget;
- Review, approve, and sign all applicable notes, agreements, and other instruments made and entered into on behalf of APOYO;
- Ensure compliance with APOYO's standard operating procedures (purchases, record-keeping, filing, etc.).

APOYO is a tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code. EIN 91-1970470.