



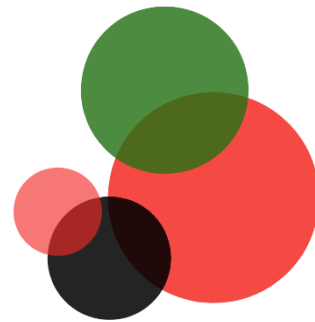
**Youth Projects
Development Platform**

BOARD CHARTER

*A Community of Visionary Youths,
A Platform for Change*

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The Youth Projects Development Platform



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TABLE OF CONTENTS

1. INTRODUCTION	1
2. BACKGROUND AND LEGAL FRAMEWORK	1
3. VISION, MISSION, AND CORE VALUES	1
Vision	1
Mission	1
Core Values	1
4. PURPOSE OF THE BOARD CHARTER	3
5. OBJECTIVES OF THE BOARD	3
7. BOARD COMPOSITION AND STRUCTURE	3
Composition	3
Term	4
Principles of Composition	4
8. POWERS, ROLES AND RESPONSIBILITIES OF THE BOARD	4
9. COMMITTEES OF THE BOARD	4
10. ROLES OF KEY OFFICERS	5
11. MEETINGS, QUORUM, AND DECISION-MAKING	5
12. CODE OF CONDUCT AND ETHICS	5
13. CONFLICT OF INTEREST	5
14. ACCOUNTABILITY AND TRANSPARENCY	6
15. RISK MANAGEMENT AND INTERNAL CONTROL	6
16. RELATIONSHIP BETWEEN THE BOARD AND EXECUTIVE MANAGEMENT	6
17. PERFORMANCE EVALUATION	6
18. INDUCTION	6
19. REPORTING, COMMUNICATION, AND COMPLIANCE	7
20. REVIEWS AND AMENDMENTS OF THE CHARTER	7
ANNEXES	8
Annex 1: Declaration of Interests Form	8
Annex 2: Board Meeting Attendance Record Template	10
Annex 3: Board Performance Appraisal Template	11

1. INTRODUCTION

The Youth Projects Development Platform (YPDP) Board Charter establishes the principles, structures, and processes governing the Board. It defines the framework through which the Board provides leadership, oversight, and strategic direction to ensure that YPDP fulfills its vision, mission and objectives of empowering marginalized communities for inclusive development. This Charter reflects YPDP's commitment to good governance, integrity, accountability, and compliance with both Zambian legislation and international donor requirements.

2. BACKGROUND AND LEGAL FRAMEWORK

YPDP operates as a registered non-profit youth development organization in Zambia. The Board functions within the framework of the organization's Constitution, the Non-Governmental Organizations Act of Zambia 2009, and relevant policies and donor agreements.

This Charter serves as a governance policy document that complements the Constitution and ensures that the organization's management aligns with international best practices in transparency, accountability, and results-based management.

3. VISION, MISSION, AND CORE VALUES

Vision

We envision a Zambia where youths are educated, empowered, and active participants in shaping a healthy, sustainable, and inclusive society, where their ideas, entrepreneurial initiatives, inventions, and innovations thrive within a framework of good governance and accountability.

Mission

To empower youths to drive Zambia's development by fostering economic independence, promoting cooperative entrepreneurial initiatives, supporting inventions and innovations, and advancing a green and sustainable environment, while championing transparency, accountability, and good governance as foundations for inclusive community development.

Core Values

1. **Love:** Our actions are inspired by love towards humanity and other living and non-living creation.
2. **Nature:** We realize and understand the interdependence and interrelation of all forms of life and their importance. We therefore respect and treat all things with love and care.

3. **Transparency:** We pledge to be transparent in all our operations including the running of our programs and projects, how funds are used and how decisions are made.
4. **Accountability:** We pledge to be answerable to all our stakeholders including funders, sponsors, members, partners and beneficiaries.
5. **Partnership:** We realize that achieving our vision can only be made possible through partnering with others.
6. **Human Development:** Enlarging peoples' freedoms and opportunities as well as improving their wellbeing is our noblest desire and our task too.
7. **Commitment to Positive Change:** We realize the inherent ability and capability of youths in bringing about change in all areas of life.
8. **Empowerment:** We believe in the inherent potential of every young individual in bringing about change in almost all areas of life. We therefore aim to empower youth by providing them with the tools, resources, and opportunities they need to take control of their lives and shape their futures.
9. **Diversity and Inclusion:** We recognize the richness that comes from diverse perspectives and experiences. We are dedicated to creating an inclusive environment that respects and values the contributions of individuals from all backgrounds, fostering a sense of belonging and equality.
10. **Integrity:** Our highest commitment is to expand people's freedoms and opportunities while enhancing their overall well-being.
11. **Invention and innovation:** We encourage and celebrate innovative thinking, daring to explore new solutions, and embracing creativity as a means to address complex challenges and seize emerging opportunities.
12. **Sustainability:** We are committed to promoting practices that ensure the well-being of future generations and the planet. Through sustainable initiatives and responsible actions, we seek to leave a positive and lasting impact on both our local communities and the environment.

4. PURPOSE OF THE BOARD CHARTER

The purpose of this Charter is to:

- a. Define the Board's authority, duties, and responsibilities.
- b. Establish the structure for effective governance.
- c. Provide guidance on Board operations, decision-making, and accountability.
- d. Align governance practices with donor standards and legal obligations.

This Charter shall be binding on all members of the Board and reviewed periodically to ensure continued relevance.

5. OBJECTIVES OF THE BOARD

The main objectives of the YPDP Board are to:

1. Provide strategic leadership and policy direction for Youth Projects Development Platform
2. Ensure the financial and operational sustainability of the organization.
3. Promote compliance with laws, donor regulations, and ethical standards.
4. Monitor and evaluate the implementation of programs and projects.
5. Build partnerships and mobilize resources for the organization.
6. Strengthen institutional governance and accountability frameworks.

7. BOARD COMPOSITION AND STRUCTURE

The YPDP Board shall consist of **five (5)** or **seven (7)** members.

Composition

- Chairperson
- Secretary
- Treasurer
- Executive Director
- One or three Additional Board Members depending on the composition of the Board of that particular Timeframe

Term

Each member shall serve a renewable three-year term, subject to performance evaluation.

Principles of Composition

- Gender balance (at least 40% representation of either gender)
- Majority shall be below the age of 40 years
- Professional diversity

8. POWERS, ROLES AND RESPONSIBILITIES OF THE BOARD

The Board is responsible for:

1. Providing policy guidance and strategic direction.
2. Approving annual work plans, annual budgets, programs and projects reports.
3. Overseeing the management of funds and assets quarterly or annually.
4. Ensuring compliance with donor contracts and statutory obligations.
5. Appointing and supervising the Executive Director.
6. Reviewing organizational performance and approving annual reports.
7. Representing YPDP at national and international levels.
8. Approve major expenditures, investments, and projects.
9. Enter into legal agreements and partnerships.
10. Appoint external auditors and approve audit reports.
11. Establish, amend, or dissolve Board committees.
12. Enforce disciplinary action where necessary.

9. COMMITTEES OF THE BOARD

To enhance efficiency, the Board may establish standing and ad hoc committees, including:

- a. Finance and Audit Committee: Oversees financial performance, budgeting, and audits.
- b. Human Resource and Governance Committee: Oversees staff welfare, recruitment, and compliance.
- c. Fundraising and Resource Mobilization Committee: Leads donor engagement and funding initiatives.
- d. Program Oversight and Evaluation Committee: Monitors project impact and results.

Each committee shall operate under written Terms of Reference (TORs).

10. ROLES OF KEY OFFICERS

1. **Chairperson:** Provides leadership, presides over meetings, and represents the organization externally.
2. **Secretary:** Maintains documentation, minutes, and official communication.
3. **Treasurer:** Oversees financial records, reports, and accountability mechanisms.
4. **Executive Director:** oversee the executive secretariat day to day activities.
5. **Board Members:** Provide expertise, contribute to decision-making, and represent the organization in their respective sectors.

11. MEETINGS, QUORUM, AND DECISION-MAKING

- a. The Board shall meet quarterly each financial year, on the first week of the Month for each quarter.
- b. A quorum shall consist of two-thirds (2/3) of members.
- c. Decisions shall be made by consensus or a majority vote; in the case of a tie, the Chairperson shall have a casting vote.
- d. Emergency meetings may be convened by the Chairperson or one-third (1/3) of the members.
- e. Minutes shall be formally recorded, signed, and stored securely.

12. CODE OF CONDUCT AND ETHICS

All Board members shall adhere to YPDP's Code of Conduct based on integrity, transparency, and accountability. Members must:

- a. Act honestly and in the best interest of YPDP.
- b. Maintain confidentiality of Board discussions.
- c. Avoid personal gain from YPDP's resources.
- d. Promote gender equality and inclusivity.
- e. Uphold professionalism in all dealings.

13. CONFLICT OF INTEREST

- a. Board members must disclose any actual or potential conflict of interest in writing.
- b. Board Members with a declared conflict shall excuse themselves from discussions or decisions on the related matter.
- c. Failure to disclose a conflict may result in disciplinary action or removal from the Board.

14. ACCOUNTABILITY AND TRANSPARENCY

The Board shall ensure:

- Annual independent audits are conducted.
- Financial and performance reports are shared with donors and members.
- Internal controls are implemented and reviewed regularly.
- Decisions are documented and publicly available where appropriate.

Transparency is central to maintaining donor trust and public confidence.

15. RISK MANAGEMENT AND INTERNAL CONTROL

- a. The Board shall identify and mitigate strategic, financial, operational, and reputational risks.
- b. A **Risk Register** shall be maintained and reviewed quarterly.
- c. The Audit Committee shall ensure risk assessments are integrated into all planning processes and that mitigation measures are in place.

16. RELATIONSHIP BETWEEN THE BOARD AND EXECUTIVE MANAGEMENT

The Board provides oversight and policy direction, while the Executive Director and management team handle day-to-day operations. Both shall maintain open communication and mutual respect, ensuring clear separation of powers.

17. PERFORMANCE EVALUATION

Annual evaluations shall assess:

- a. Board effectiveness and participation.
- b. Quality of decision-making.
- c. Leadership and accountability.
- d. Compliance with strategic goals.

The Chairperson shall facilitate an independent assessment each year, the results of which shall guide capacity building.

18. INDUCTION

New Board members shall undergo an induction program covering YPDP's vision, mission, core value, objectives and strategic direction of the organization.

19. REPORTING, COMMUNICATION, AND COMPLIANCE

The Board shall:

- a. Submit annual reports to the Registrar of NGOs and relevant ministries.
- b. Share progress reports with donors and partners.
- c. Maintain effective communication channels with stakeholders.

All documentation must comply with donor and legal reporting standards, including EU and UN audit requirements.

20. REVIEWS AND AMENDMENTS OF THE CHARTER

This Charter shall be reviewed every three years or when required by changes in law, donor frameworks, or organizational needs. Amendments must be approved by a two-thirds (2/3) majority of the Board.

Approved by:

The Board, Youth Projects Development Platform

Date: _____

Chairperson Signature: _____

Secretary Signature: _____

ANNEXES

Annex 1: Declaration of Interests Form

Each Board member shall complete a declaration of interest annually, listing any affiliations or potential conflicts.

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BOARD MEMBER DECLARATION OF INTERESTS FORM

Purpose:

This form is completed annually by all Board Members to disclose any actual, potential, or perceived conflicts of interest that may arise during their term of service.

Board Member Information

- **Full Name:** _____
- **Position on the Board:** _____
- **Date of Appointment:** _____

SECTION A: DECLARATION OF INTERESTS

1. Employment or Business Interests

List any employment, directorship, partnerships, or business ownerships that may create conflict with YPDP:

2. Membership in Other Organizations

List memberships in boards, NGOs, CSOs, political groups, or associations that may influence your decisions:

3. Financial Interests

Declare any financial interests that may benefit from YPDP projects, partners, or donors:

4. Family or Close Personal Relationships

Declare if a relative or close associate has dealings with YPDP:

5. Other Conflicts Not Listed Above

SECTION B: DECLARATION

I hereby declare that the information provided is complete and accurate to the best of my knowledge. I undertake to immediately inform the Board Chairperson of any changes during my tenure.

Signature: _____

Date: _____

Annex 2: Board Meeting Attendance Record Template

Used to track attendance and compliance with participation standards.

Board Meeting Attendance Record Template

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BOARD MEETING ATTENDANCE RECORD

Name of Board Member	Position	Meeting Date	Present (✓)	Absent (X)	Reason for Absence (If any)	Signature

Instructions for Use:

- Completed for every Board meeting.
- Signed by all members in attendance.
- Retained in YPDP's official governance records.

Annex 3: Board Performance Appraisal Template

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BOARD PERFORMANCE APPRAISAL TOOL

Assessment Period: _____

1. INDIVIDUAL BOARD MEMBER PERFORMANCE

Board Member Name: _____

Rate performance on a scale of **1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent**

Performance Indicator	Score (1–5)	Comments
Attendance and punctuality		
Participation in meetings		
Contribution to discussions		
Understanding of YPDP mandate		
Compliance with ethics and Code of Conduct		
Support to resource mobilization		
Support to strategic direction		

2. BOARD COLLECTIVE PERFORMANCE

Key Area	Score (1–5)	Comments
Strategic leadership and guidance		
Financial oversight and accountability		
Program oversight and results monitoring		
Risk management effectiveness		
Compliance with laws and donor requirements		
Relationship with Executive Management		

3. OVERALL PERFORMANCE SUMMARY

- **Strengths:**

- **Areas for Improvement:**

- **Recommended Capacity Building:**

4. FINAL RECOMMENDATION

- ☐ Continue term
- ☐ Improved performance required
- ☐ Recommend additional training
- ☐ Recommend for leadership role
- ☐ Recommend removal (in cases of non-performance/misconduct)

Evaluator Name: _____

Signature: _____

Date: _____



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