**Junior Achievement of Arizona Governance**

* The State Board is the Governing Board for Junior Achievement of Arizona
	+ Operates similar to an Executive Committee
	+ Has authority and responsibility for hiring and evaluating the President
	+ Has authority and responsibility for budget, financials
* The District Boards, Central Arizona and Southern Arizona, oversee the strategic operations in their respective areas of the state (Southern Arizona’s territory is primarily Pima County)
	+ Provide guidance and advice about community
	+ Responsible for ensuring adequate resources
	+ Serve as JA community leaders and ambassadors
* All Board Members and Finance & Audit Committee Members are covered by Directors & Officers Liability Insurance

**State Board Chair – Art Perez**

**Central Board Chair – Karen Quick**

**Southern Board Chair – Gayle Petrillo**

**Operating Agreement between Junior Achievement of Arizona**

 **and Central Arizona District**

**Approved Annually by CAZ District Board**

The perennial strength of the Junior Achievement of Arizona, Inc. (JAAZ)operation can be attributed to its unique organizational structure, blending a centralized and decentralized approach that takes advantage of the benefits of each. Districts throughout the state take on "ownership" of their Junior Achievement operations, adapting them to local conditions and needs. At the same time, each JAAZ District benefits from the strength of pooled resources, the efficiencies of centralized administration, a full-time professional staff and a focused statewide strategic effort.

The national organization has granted territorial responsibility for Junior Achievement activities to officially licensed JA Areas through an Operating Agreement. Junior Achievement of Arizona, Inc. is the legal licensee for the state of Arizona.

JAAZ implements programming throughout its territory by organizing local Districts and authorizing them to operate Junior Achievement within a specific geographic area.

Under the direction of a District Board responsible to the JAAZ Statewide Board of Directors, each District is responsible for its own success but must operate under some uniform guidelines.

Some JA USA Requirements:

* All Junior Achievement employees in Arizona are employees of JAAZ. The top staff person in each District shall report to JA staff in the JAAZ main office location.
* District cannot have separate bylaws or a separate EIN.
* District budget must feed into the comprehensive budget for JAAZ.
* The JAAZ Statewide Board and/or JAAZ President have governance over the District’s budget, staff and board.
* There shall be at least one District Board representative on the JAAZ Statewide Board from each District.
* JAAZ is the only legal JA entity in Arizona. If a District has any bank accounts, they must be listed under Junior Achievement of Arizona’s name and EIN.

**Section II: Responsibilities and Functions of: JAAZ District Operations**

District Boards are responsible for developing, financing, promoting and operating Junior Achievement in adherence to the policies, procedures and operating guidelines as established in this agreement, and the guides, manuals and other publications of JAAZ. Specific responsibilities and functions of District Junior Achievement **Operations** are detailed in the following sections.

**Administration**

1. Maintain the official name of the District as "Junior Achievement of Arizona, Inc. - “District Name.” Conduct District operations within “District Name” defined to serve all schools within “Counties of Responsibility.”
2. Provide local leadership, guidance and support to Junior Achievement by securing outstanding individuals to serve as members of the District Board.
3. Comply with all federal, state, and local laws and regulations.
4. Comply with JA USA operating standards.
5. Comply with JAAZ policies and procedures.
6. Conduct a minimum of four District Board meetings annually, take minutes of meetings and send minutes to JAAZ.
7. Provide JAAZ with all reports necessary to maintain Junior Achievement's IRS 501(c)(3) status.
8. Obtain the JAAZ President’s signature on all contractual agreements (e.g., leases, credit arrangements, loans, investments, contracts, etc.).
9. Develop and approve annual revenue and program goals to be incorporated into the statewide budget for JAAZ. Provide JAAZ with reasonable access to the District's office, files, financial records, official documents, or any other information at any time.
10. Supply JAAZ with reports, statistics or other requested information in a timely manner.
11. Notify JAAZ as soon as possible, if the District Board anticipates any possible legal actions, the curtailment of Junior Achievement operations, or any major threat to Junior Achievement interests in the geographic territory it services.
12. Title all property under the name of Junior Achievement of Arizona, Inc.
13. Provide for staff representation at statewide staff meetings and required functional training.

## Programming

1. Establish goals for each program.
2. Obtain, administer and maintain suitable meeting locations compatible with the needs of the various Junior Achievement programs.
3. Secure volunteer providers and sponsoring organizations as required by the individual Junior Achievement programs.
4. Secure and orient volunteers using the standard training process as required by the individual Junior Achievement programs.
5. Conduct program operations in accordance with the JA USA implementation standards.
6. Obtain written approval from JAAZ and JA USA for variances from program models or for research and development of new programs prior to implementation.
7. Verify class registration data to JAAZ for each completed program unit.
8. Protect Junior Achievement program participants, volunteers and staff by communicating and enforcing the Volunteer Conduct Standards for JAAZ.

## Fundraising

1. Provide written acknowledgement to donors, on Junior Achievement letterhead, of all contributions within thirty days of the receipt of the gift.
2. Obtain written approval from the affected District and JAAZ prior to soliciting funds from an organization headquartered in another District when the company has no physical presence in the District requesting funds. No request for funding is to go directly to the headquarters without first receiving approval from the affected District and JAAZ.
3. Forward all funds received to JAAZ for proper disbursement.
4. Services may be provided in accordance with program models, such as programs to school systems, at no cost or on a service fee basis. Districts electing to provide service for a fee to school systems must have this relationship approved by JAAZ.

**Finance/Accounting**

1. Secure financial resources to adequately fund Junior Achievement operations in the District’s assigned territory. Utilize the standard accounting services provided by JAAZ.
2. All financial accounts must be approved by JAAZ and must utilize the Junior Achievement of Arizona, Inc. EIN and main office address.
3. The authority to bind JAAZ to any financial obligation whatsoever remains the exclusive right of the Statewide Board of Directors. No District Board or staff person shall have this authority unless authorized by the State Board.

**Participation Fees**

* 1. District shall be responsible for its participation fees which JAAZ shall pay, together with all other JAAZ participation fees, to JA USA on all contribution income, except that income which has been previously approved by JA USA to be exempt from participation payments.
	2. Participation fees shall be paid on that portion of the proceeds from the sale of a building that was previously exempt from payment at the time the building was sold. Participation fees shall be paid on interest income if the participation fee was not paid on the principal.

**Personnel and Human Resources**

1. Adhere to the personnel policies adopted by JAAZ.
2. Work with JAAZ when an opening for the District's chief staff person occurs. The JAAZ President, in consultation with the District Board leadership, will make the hiring decision for the District chief staff person.
3. Support JAAZ with recruitment, development and evaluation of qualified personnel for local Junior Achievement work.

**Protected Materials**

1. Protect all lists of students, volunteers, contributors, staff and anyone else associated with Junior Achievement, as proprietary information and abide by all JAAZ policies.
2. Respect and comply with the standards, policies, properties and licensed materials and properties of Junior Achievement.
3. Obtain written approval from JAAZ prior to selling, or working with a commercial vendor to sell, any materials, including the use of Junior Achievement's distinctive names, licenses, copyrights or trademarks.
4. Utilize only current corporate identity standards and approved materials and properties as found at [www.jabrand.org](http://www.jabrand.org)