



YALPAE

**YOUNG AFRICAN LEADERS
PIONEERS AND ENTREPRENEURS**

Africa's Light, paying forward to the future

KPI & PORTFOLIO
ANNEX A
MARCH 2026



YALPAE Policy

LEGAL STATEMENT

This document constitutes an official governance instrument of Young African Leaders, Pioneers and Entrepreneurs (YALPAE), a registered Non-Profit Company operating in accordance with the laws of the Republic of South Africa.

This document is classified under the YALPAE Policy Class, within which all policies, frameworks, declarations, and operational instruments are maintained as part of an integrated governance system. This document forms part of YALPAE's internal governance framework and shall be read together with the YALPAE Constitution, By-Laws, Mandate, and all applicable Annexes and policies.

This document applies to all persons acting under the authority, representation, or auspices of YALPAE, including members, directors, officers, volunteers, partners, and affiliated participants.

AUTHORITY CLAUSE

This document is issued under the authority of the YALPAE Board of Directors in accordance with the YALPAE Constitution and By-Laws.

Its provisions derive their authority from, and must be interpreted consistently with:

- The YALPAE Constitution
- The YALPAE By-Laws
- The YALPAE Mandate
- All applicable Annexes, including the Code of Conduct and Safeguarding Framework

In the event of any inconsistency:

- The Constitution shall prevail
- Safeguarding provisions shall take precedence in all safeguarding-related matters
- This document shall govern operational implementation within its defined scope

COPYRIGHT AND OWNERSHIP

This document and all associated content are the intellectual property of Young African Leaders, Pioneers and Entrepreneurs (YALPAE).

No part of this document may be reproduced, distributed, modified, or used for commercial or organisational purposes without prior written consent from YALPAE, except where required for internal use in accordance with YALPAE's governance and operational activities.

Unauthorised use, reproduction, or misrepresentation of this document may result in disciplinary action or legal consequences in accordance with applicable laws and YALPAE policies.

Portfolios

Chairperson

Leads the Board and the organisation's strategic direction. Acts as the main representative and ensures accountability, coordination, and long-term vision.

Key Responsibilities:

- Chair Board meetings and ensure effective governance.
 - Represent YALPAE to external stakeholders and media.
 - Ensure strategic plans and budgets are developed and executed.
 - Guide high-level decisions and organisational alignment.
 - Lead the evaluation of Board performance and risk oversight.
-

Board Secretary

Responsible for governance administration, legal compliance, and communication with members regarding constitutional matters.

Key Responsibilities:

- Record and distribute meeting minutes.
 - Maintain registers (e.g., membership, conflict of interest).
 - Issue notices of meetings, elections, and amendments.
 - Ensure document archiving and filings are complete.
 - Sign official documents on behalf of the organisation.
 - Assist in launching new Chapters.
 - Handle formal written communications.
 - Sign off on branding materials before public use.
-

Treasurer

Leads financial oversight, budgeting, reporting, and supports fundraising and financial sustainability strategies.

Key Responsibilities:

- Prepare and present financial reports to the Board and AGM.
 - Monitor budget execution and financial controls.
 - Ensure compliance with accounting standards and legal obligations.
 - Collaborate with fundraising and sponsorship teams.
 - Serve as Financial Officer.
 - Lead budget planning and reviews.
 - Develop and co-lead fundraising strategies.
-

Director of Youth Wellness and Protection

Leads health, wellbeing, and safeguarding programs. Ensures all youth (especially Junior Members) are safe and supported.

Key Responsibilities:

- Design and oversee wellness and mental health initiatives.
 - Ensure implementation of safeguarding training and protocols.
 - Manage reporting and follow-up on protection incidents.
 - Promote a culture of care and inclusion.
 - Coordinate sports and recreational initiatives.
 - Promote health and safety awareness.
 - Address gender-related challenges.
 - Advocate for youth rights and welfare.
-

Director of Arts, Culture and Media

Drives youth expression and creative empowerment through cultural programs, media visibility, and storytelling.

Key Responsibilities:

- Organise arts, culture, or media projects and events.
 - Support young creatives with opportunities and platforms.
 - Collaborate on public campaigns and content creation.
 - Amplify African cultural pride and identity.
 - Promote local artists, cultural practitioners, and performers.
 - Assist in discovering youth talent and nurturing creative potential.
 - Build and maintain relationships with arts/media institutions.
 - Support career pathways in the arts and media industries.
-

Vice Chairperson

Supports the Chairperson, oversees internal coordination, and ensures smooth functioning of committees and strategic initiatives.

Key Responsibilities:

- Act on behalf of the Chairperson when absent.
 - Coordinate Board committees and ensure follow-through on resolutions.
 - Lead specific organisational initiatives or special projects.
 - Support cross-functional integration between portfolios.
-

Director of Climate Action, Green and Agricultural development

Leads sustainability and agricultural initiatives, driving youth participation in environmental and food systems.

Key Responsibilities:

- Launch green or agricultural programs for youth.
- Partner with eco-organisations and stakeholders.
- Track environmental impact and report on outcomes.
- Promote climate justice and eco-entrepreneurship.
- Promote farming and agriculture as viable youth pathways.
- Address climate change and environmental justice.
- Champion sustainable development practices across communities.

Director of Entrepreneurship and Economic Inclusion

Develops youth-led enterprises, provides economic empowerment programs, and expands access to funding and markets.

Key Responsibilities:

- Run training, mentorship, or incubation programs for entrepreneurs.
- Facilitate access to grants or seed capital.
- Link youth to markets, partnerships, or trade platforms.
- Advocate for youth-inclusive economic policies.
- Design programs focused on township and rural economic upliftment.
- Drive youth entrepreneurship across sectors.
- Lead initiatives aimed at reducing youth unemployment

Director of Civic Engagement and Leadership

Promotes youth participation in governance, social justice, and leadership development within and beyond YALPAE.

Key Responsibilities:

- Coordinate youth advocacy campaigns and policy dialogues.
 - Support youth delegates in public forums or political spaces.
 - Produce civic education tools or resources.
 - Encourage ethical, transformative leadership.
 - Train youth on African governance structures and political awareness.
 - Facilitate youth participation in public policy and political affairs.
 - Establish relationships with political or civic institutions.
 - Host constructive critique forums on government policy or social justice.
-

Director of Education and skills training

Provides training, learning, and upskilling opportunities for youth to access future-ready careers and leadership paths.

Key Responsibilities:

- Organise academic, vocational, or tech-based learning programs.
- Develop partnerships with training institutions.
- Promote inclusivity in access to quality education.
- Ensure program quality and impact evaluation.
- Host programs critiquing the current education system.
- Run vision-based education transformation projects.
- Provide training programs and educational workshops.
- Build partnerships with educational institutions.

Director of Innovations and Research

Leads innovation-driven programs and evidence-based research to inform YALPAE's strategies and policy work.

Key Responsibilities:

- Conduct or commission youth-focused research.
- Develop pilot programs or innovations aligned to YALPAE's mission.
- Share findings and best practices in public forums.
- Ensure data-informed decision-making across portfolios.
- Partner closely with the Education Portfolio on strategic initiatives.
- Promote youth-led research that informs development policies.
- Support the design and testing of creative, scalable solutions.

Director of Chapters, Volunteers and Mentorship

Oversees regional growth, volunteer engagement, and peer mentorship systems to build a strong, connected community.

Key Responsibilities:

- Establish and support YALPAE Chapters and local leaders.
 - Design volunteer onboarding and retention plans.
 - Pair mentors with youth participants and monitor impact.
 - Promote unity and collaboration across all regions.
 - Help new chapters form and integrate into the national structure.
 - Assign or coordinate Chapter Leaders, Coordinators and volunteer teams.
 - Manage structured mentorship systems and track progress.
-

Director of Marketing and Public Relations

Manages YALPAE's public image, branding, campaigns, and external communications.

Key Responsibilities:

- Develop PR strategies and branding assets.
- Grow social media and public awareness of YALPAE.
- Coordinate press releases, campaigns, and storytelling.
- Monitor and respond to public sentiment and engagement.
- Drive growth on all digital platforms (Instagram, Facebook, LinkedIn).
- Act as brand voice and lead public networking efforts.

Branding and Creative Director

Oversees all visual identity and creative content related to YALPAE's brand.

Key Responsibilities:

- Design branding materials: posters, flyers, logos.
- Lead photography, video documentation and creative storytelling.
- Collaborate with Marketing on visuals for campaigns and social media.
- Maintain visual consistency across all YALPAE platforms.

Portfolio Key Portfolio Index

Portfolio	Key Responsibilities	Key KPIs / Metrics
Chairperson (Board Lead)	Lead strategic direction, represent YALPAE externally, chair Board meetings	% of strategic goals met; number of high-level engagements; Board meeting attendance
Vice Chairperson	Support Chairperson, oversee Board committees, lead special initiatives	Committee reporting rate; project completion rate; Board effectiveness
Board Secretary	Maintain records, manage compliance and governance admin	Timeliness of minutes; accuracy of Registers; policy compliance readiness
Treasurer	Financial oversight, manage budgets and fundraising reporting	Budget variance; funds raised vs. targets; financial report delivery
Director of Youth Wellness and Protection	Oversee wellness, safeguarding, and protection policies and programs	Program participation rate; safeguarding training compliance; incident resolution rate
Director of Arts, Culture and Media	Promote youth in arts and culture; manage media and visibility projects	Number of events; media reach growth; creative youth supported
Director of Climate Action, Green and Agricultural Development	Manage sustainability, environmental and agriculture initiatives	Number of green/agri projects launched; impact data (e.g., trees planted); youth participation
Director of Entrepreneurship and Economic Inclusion	Oversee youth enterprise, economic support and inclusion programs	Number of youth ventures supported; funding access enabled; market linkages
Director of Civic Engagement and Leadership	Guide civic participation and policy engagement efforts	Number of civic programs; youth in leadership roles; policy submissions
Director of Education and Skills Training	Lead education, training and capacity-building programs	Program completion rate; education partnerships; skills program impact
Director of Innovations and Research	Oversee research, innovation and tech-driven programs	Research outputs; number of innovations piloted; dissemination forums held
Director of Chapters, Volunteers and Mentorship	Manage regional chapters, volunteer programs and mentorship systems	Active chapters; volunteer retention and growth; mentorship satisfaction rate
Director of Marketing and Public Relations	Handle public image, branding, communications, and PR	Social/media reach growth; media partnerships secured; sentiment and engagement levels

