

AFFILIATE ADVISORY BOARD/STEERING COMMITTEE JOB DESCRIPTION

TITLE: Advisory Board Chair

Purpose

Dedicated to providing leadership in catalyzing change that creates a better future for all in the community by inclusively uniting people and resources, to address challenges and needs, and produce significant, widely shared and lasting results.

Characteristics

- Show integrity, respect & humility
- Proactive; able to plan ahead and set direction; able to prioritize
- Passionate about the mission of ACF and its Affiliates
- Resourceful, energetic, committed & dedicated to improving the community
- A good listener; able to hear and seek feedback from others

Skills

- One year prior experience as Vice Chair
- Ability to speak before a group; facilitate open communication and constructive debate
- Approachable; ability to work with people and ability to delegate responsibility

Duties

- Attend and conduct advisory board/steering committee meetings
- Orient new advisory board members
- Act as liaison with ACF staff
- Solicit donations from individuals, corporations & organizations statewide
- Design, implement and assist with special fund raising and awareness events

Participation

- Advisory Board Members
 - Ensure that every board member carries out the roles & responsibilities of advisory board service
 - Oversee an advisory board assessment process
 - Partner with advisory board members
 - Oversee affairs & assets, practice fiscal & programmatic transparency
 - Participate in strategic planning & program evaluation
 - Ensure ethical compliance of all board work
 - Install & maintain risk management safeguards
- Meetings
 - Preside at all meetings of the board & executive committee & at other meetings or events, as necessary
 - Promote meaningful dialogue at board meetings & give every board member an opportunity to contribute
- Advisory Board Committees
 - Appoint advisory board committees & chairs
 - Ensure ongoing communication with the advisory board

I understand the responsibilities of my position and commit to upholding the mission of the Affiliate community foundation and ACF.

Signed: _____ Date: _____

AFFILIATE ADVISORY BOARD/STEERING COMMITTEE JOB DESCRIPTION

TITLE: Advisory Board Vice Chair

Purpose

Dedicated to catalyzing change that creates a better future for all in the community by inclusively uniting people and resources, to address challenges and needs, and produce significant, widely shared and lasting results.

Characteristics

- Show integrity, respect & humility
- Passionate about the mission of ACF and its Affiliates
- Resourceful, energetic, committed & dedicated to improving the community
- A good listener; able to hear and seek feedback from others

Skills

- Knowledge of basic parliamentary procedures
- Ability to speak before a group, work closely with the Chair and with other members
- Approachable; ability to work with people and ability to delegate responsibility
- Promote advisory board development and outstanding governance practices

Duties

- Provide assistance to the advisory board Chair in the planning and implementation of meetings
- Attend advisory board/steering committee meetings
- Help create the calendar of events and assist with Affiliate activities and events
- Attend ACF workshops and training sessions
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- Solicit donations from individuals, corporations & organizations statewide
- Design, implement and assist with special fund raising and awareness events

Participation

- Leadership
 - Participate as a vital part of the advisory board's leadership
 - Work with the Chair on the scope and implementation of Affiliate activities and events
- Meetings
 - Regularly attend advisory board, advisory committee & at other meetings or events
 - Preside at meetings as necessary in the absence of the Chair
 - Carry out special assignments as requested by the Chair.
 - Cultivate relationships with individual donors, funders and other community stakeholders

I understand the responsibilities of my position and commit to upholding the mission of the Affiliate community foundation and ACF.

Signed: _____ Date: _____

AFFILIATE ADVISORY BOARD/STEERING COMMITTEE JOB DESCRIPTION

TITLE: Advisory Board Secretary

Purpose

Dedicated to catalyzing change that creates a better future for all in the community by inclusively uniting people and resources, to address challenges and needs, and produce significant, widely shared and lasting results.

Characteristics

- Show integrity, respect & humility
- Be proactive & resourceful; able to plan ahead and able to prioritize
- Passionate about the mission of ACF and its Affiliates
- Resourceful, energetic, committed & dedicated to improving the community
- A good listener; able to hear and seek feedback from others
- Approachable & available; be a team player who can lead and invite collaboration

Skills

- Proficient at word processing, typing, writing skills; ability to take detailed notes
- Commitment to Affiliate community foundation
- Good communication; ability to work closely with the Chair and with other members
- Approachable; ability to work with people and ability to delegate responsibility

Duties

- Provide a record of all Affiliate fund activities
- Attend all Advisory Board/Steering Committee meetings and take minutes, then send to members
- Record exact vote on motions; record decisions
- Write thank you letters and other correspondence
- Assist with special fund raising and awareness events

Participation

- General Board Support
 - Gather and distribute correspondence on a timely basis
 - Assist teams as requested
 - Maintain website changes
- Meetings
 - Secure meeting location & resources for advisory board meetings
 - Send meeting notice including agendas, minutes and handouts (1 week prior to meeting)
 - Take minutes at advisory board and committee meetings and distribute minutes on a timely basis
 - Maintain advisory board attendance records
 - Carry out special assignments as requested by the Chair or Vice Chair

I understand the responsibilities of my position and commit to upholding the mission of the Affiliate community foundation and ACF.

Signed: _____ Date: _____

AFFILIATE ADVISORY BOARD/STEERING COMMITTEE JOB DESCRIPTION

TITLE: Advisory Board Treasurer

Purpose

Dedicated to catalyzing change that creates a better future for all in the community by inclusively uniting people and resources, to address challenges and needs, and produce significant, widely shared and lasting results.

Characteristics

- Show integrity, respect & humility
- Be proactive & resourceful; able to plan ahead and able to prioritize
- Passionate about the mission of ACF and its Affiliates
- Resourceful, energetic, committed & dedicated to improving the community
- A good listener; able to hear and seek feedback from others
- Approachable & available; be a team player who can lead and invite collaboration
- Promote advisory board development & outstanding governance practices

Skills

- Commitment to Affiliate community foundation
- Good communication; ability to work closely with the Chair and with other members
- Approachable; ability to work with people and ability to delegate responsibility
- Knowledge of basic accounting methods

Duties

- Attend all Advisory Board/Steering Committee meetings, give financial reports/updates
- Complete financial reports required by ACF
- Keep accurate records of expenses and receipts
- Maintain list of members and donors
- Assist with special fund raising and awareness events

Participation

- Process transactions
 - Check mail and distribute communications as necessary
 - Log all cash receipts, copy for Affiliate fund records and timely mail to ACF
 - Send Thank You notes to donors
 - Assist with reimbursements and vendor payments
- Meetings
 - Regularly attend advisory board meetings
 - Provide oral & written Treasurer's report at each meeting
 - Carry out special assignments as requested by the Chair or Vice Chair

I understand the responsibilities of my position and commit to upholding the mission of the Affiliate community foundation and ACF.

Signed: _____ Date: _____

These are templates and do not include other specific duties as assigned and decided by the Affiliate community foundations. Length of term is also not included in the above templates.