

AFFILIATE ADVISORY BOARD 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

- 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 fundraising 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
- 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
- Solicit donations from individuals, corporations & organizations statewide
- Design, implement and assist with special fundraising 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
- Record exact vote on motions; record decisions
- Assist with special fundraising and awareness events

Participation

- General Board Support
 - Gather and distribute correspondence on a timely basis
 - Assist teams as requested
- Meetings
 - Secure meeting location & resources for advisory board meetings
 - Review meeting minutes for accuracy
 - 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: _____