

## **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
- 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
- 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
  - 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: \_\_\_\_\_

## 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.