

AFFILIATE ADVISORY BOARD JOB DESCRIPTION

TITLE: Advisory Board Member

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, duty to have an undivided allegiance to the Affiliate foundation and ACF, to avoid self-dealing and conflicts of interests
- Passionate about the mission of ACF and its Affiliates
- Resourceful, energetic, committed & dedicated to improving the community
- Approachable & available; be a team player who can lead and invite collaboration

Skills

- Good communication; ability to work closely with the Chair and with other members
- Good listening skills; able to hear and seek feedback from others
- Thorough in reviewing documents, statements, reports, guidelines, etc.

Duties

- Commitment to Affiliate community foundation
- Regularly attend all Advisory Board/Steering Committee meetings
- Participate actively in organizational decision making; create strategic plans and monitor performance
- Represent the organization the general public and to the corporate community
- Become educated about the needs of the community and people the Affiliated fund serves
- Ensures the foundation remains true to its central purpose and adhering to its governing documents and policies

Participation

- Volunteers
 - Select and evaluate grants (or other) committees
 - Approve policies that govern the administration of committees
- Fundraising
 - Open doors to secure major gifts and assist with fundraising efforts
 - Understand and interpret the work of the Affiliate foundation and ACF
 - Consider making a personal provisions for a planned gift to the Affiliate's endowment fund
 - Contribute personal time and talent to the Affiliate community foundation
- Meetings
 - Regularly attend advisory board meetings
 - Participate in at least one committee
 - 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: _____