



Cordova Community Foundation Advisory Board Job Description

CCF Core Purpose and Vision

Core Purpose	Supporting a giving community invested in Cordova’s quality of life now and forever
Core Values	Self-Reliance ◇ Impact ◇ Integrity ◇ Inclusion ◇ Legacy ◇ Service ◇ Collaboration ◇ Forward-Looking
Operating Principles	Impact community – Enhance quality of life – Create positive change – A sustainable fund to continue to work
Core Programs	Endowment building – Community development – Grantmaking – Growing community philanthropy
Vision	Demonstrate significant, positive improvements in the quality of life allowing all Cordovans to thrive by growing philanthropy in our community.

Advisory Board Purpose

Together with other members of the board, be legally and morally responsible for all activities and for the fiscal and legal health of the foundation.

Duty

Board members will serve as individuals whose interests are in the mission of the Foundation and the entire community, not an individual organization or project. Advisors will ensure the Foundation remains obedient to its central purposes including adhering to its governing documents and policies and will develop new policies when needed to maintain the Foundation’s mission and vision.

Responsibilities

- Attend board and committee meetings.
(Attendance at a minimum of 75% required)
- Participate on at least one committee.
- Review agenda and supporting materials prior to board and committee meetings.
- Represent the organization at community events, with other organizations, and with private individuals.
- Be informed about the organization’s programs, policies and services.
- Be informed about the needs of the community, society and constituents.
- Participate in the creation, review and approval of short-term and strategic plans.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization’s annual financial statements.
- Follow conflict-of-interest and confidentiality policies.
- Participate in revenue generation and make a meaningful annual personal financial contribution.

I understand the responsibilities of my position and commit to upholding the mission of the Cordova Community Foundation.

 Board Member

 Date