

Cordova Community Foundation
Advisory Board Member Job Description

Purpose

Support a giving community invested in Cordova’s quality of life now and forever.

Vision

Improve quality of life for all Cordovans by growing community philanthropy.

Values

Self-Reliance • Impact • Integrity • Inclusion • Legacy • Service • Collaboration

Role Overview

Advisory Board Members provide leadership, stewardship, and community connection to advance the Foundation’s mission. Members share responsibility for the organization’s fiscal and legal health and act in the best interest of the broader community.

Key Responsibilities

Governance & Stewardship

- Uphold mission, policies, and governing documents
- Ensure accountability, transparency, and ethical leadership
- Participate in strategic planning and monitor performance
- Support long-term sustainability and impact

Community Leadership

- Represent the Foundation in the community
- Build relationships and partnerships
- Stay informed about local needs and opportunities

Engagement & Participation

- Attend and actively participate in monthly meetings (75% minimum)
- Serve on committees as needed and complete assigned work
- Prepare by reviewing materials in advance
- Support fundraising efforts
- Make annual personal financial contributions
- Contribute time, talent, and relationships
- Follow conflict-of-interest and confidentiality policies

Board members commit their time, expertise, and resources to strengthen the Cordova Community Foundation for future generations.

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

Signature: _____

Date: _____