



Contact: 304.907.0428, [info@nvcnetwork.org](mailto:info@nvcnetwork.org); [www.ncvnetwork.org](http://www.ncvnetwork.org)

## **Position Description** **Advisory Board Chair**

### **Position Summary**

Effective advisory boards provide an important role. Members serve as a source of cost-free creative energy and public relations. The chair plans and facilitates the meetings, in conjunction with the executive director and/or the board chair sets the agenda, notifies members, recruits for the advisory board, and is a liaison for the group to the organization.

**Position Type:** Volunteer **Hours:** Quarterly, 2<sup>nd</sup> Monday 1.5 hrs, committee work TBD, Ambassador (never enough); meeting prep 2-3 hours quarterly; recruiting as needed

### **Duties and Responsibilities**

- Meet four times per year
- Be available for e-mail and/or telephone consult as needed
- Assist with program development policies
- Ambassador for program services
- Assist with identifying potential advisory and governing board members
- Attend an annual strategic planning retreat
- Attend organizational events when possible
- Serve on a board committee
- Facilitate meetings
- Liaison between the advisory board/staff/governing board

Advisory boards do not have any legal authority; therefore all of their responsibilities are assigned at the discretion of the executive director and/or the board of directors.

Advisory board members are asked to commit on an annual basis for a two years. The advisory board members are led by a two-year term committee chair. There is no limit to the number of terms for members or chairpersons.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_



Contact: 304.907.0428, [info@nvcnetwork.org](mailto:info@nvcnetwork.org); [www.ncvnetwork.org](http://www.ncvnetwork.org)

## **Position Description** **Advisory Board Members**

### **Position Summary**

Effective advisory boards provide an important role. Members serve as a source of cost-free creative energy and public relations. The chair plans and facilitates the meetings, in conjunction with the executive director and/or the board chair sets the agenda, notifies members, recruits for the advisory board, and is a liaison for the group to the organization.

**Position Type:** Volunteer    **Hours:** Quarterly, 2<sup>nd</sup> Monday 1.5 hrs, committee work TBD, Ambassador (never enough); meeting prep 2-3 hours quarterly; recruiting as needed

### **Duties and Responsibilities**

- Meet four times per year
- Be available for e-mail and/or telephone consult as needed
- Contribute your expertise and thinking to the current and future work of the organization
- Ambassador for program services
- Assist with identifying potential advisory and governing board members
- Attend organizational events when possible
- Allow the organization to publish your names as a member of the Advisory Board

Advisory boards do not have any legal authority; therefore all of their responsibilities are assigned at the discretion of the executive director and/or the board of directors.

Advisory board members are asked to commit on an annual basis for a two years. The advisory board members are led by a two-year term committee chair. There is no limit to the number of terms for members or chairpersons.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_