



Steps to Building a Valuable Board of Directors or Advisory Committee for the *Faith in Action* Program

- ❖ **Board of directors/advisory committees should meet frequently.** Committees that meet monthly are more likely to assist in fund-raising efforts, recruitment of coalition members, select program activities and services, hire and supervise the director and aid in policy development.
- ❖ **Thoughtfully choose board/advisory members.** Board/advisory members should add value to the organization. Recruiting the best candidate is important to the development of a strong board or advisory committee.
- ❖ **Establish committee term limits.** Board/advisory member term limits should not be indefinite. Term limits help to ensure that board/advisory members rotate and encourages fresh perspectives and ideas.
- ❖ **Evaluate.** Board/advisory members should evaluate themselves annually to identify areas of improvement for the *Faith in Action* program. Once areas of improvement have been identified, add these areas to the program's strategic plan.
- ❖ **Establish clearly defined roles.** Schedule an orientation session for new or seasoned members and create written job descriptions that state expectations clearly.
- ❖ **Appoint an effective chairperson.** Appoint a chairperson that clearly understands the organization, the role of the committee and the importance of conscientious leadership. Assign an effective staff person from the *Faith in Action* program to work closely with the chairperson.
- ❖ **Effective use of meeting time.** Schedule committee meetings in advance and in consultation with committee members. Distribute information ahead of time for review, so these items can be agreed upon quickly.
- ❖ **Celebrate, Celebrate, Celebrate.** Recognize and express appreciation for committee member's dedication and time to the *Faith in Action* program.