

Advisory Committee Member Volunteer Position Description

Appointment Term: **Approximately three - six hours/month for one-year minimum commitment**

Primary Function -- Describes the overall purpose of the position, why the position exists and its importance within the organizational partnership

Advisory Committee members provide guidance, leadership and are responsible for the development, training, and maintenance of the partnership. This may include fundraising, marketing, and other partner-related activities. Advisory Committee members serve as community and agency liaisons to prevention initiative volunteers, activities, support groups, events, trainings, workshops, etc. and responsible for ensuring that the partner meets standards of quality.

Duties -- Essential functions

1. <u>Committee Chair</u> : Schedule, create agenda, and facilitate committee meetings. Incorporating awareness, education, support, leadership, and action/application into committee activities	4. <u>Secretary</u> : Participate in and take minutes of committee meetings. Send minutes to committee members prior to the next scheduled meeting. Responsible for correspondence (thank you letters, etc.)
2. <u>Main Contact</u> : Actively participate in committee meetings. Prepare and deliver progress reports and needs of partner to regional coordinator. Responsible for data collection, reporting, and maintaining. Act as liaison between any community group(s) and advisory committee	5. <u>Financial Manager</u> : Actively participate in committee meetings, prepare and deliver financial reports. Maintain any checking and/or savings accounts. Prepare and submit bi-annual financial statement to MN Circle of Parents (if FWS is your fiscal sponsor)
3. <u>Parent Representative</u> : Actively participate in committee meetings. Act as liaison between committee and parent group participants. Offer input, leadership, and feedback. Participate in partner-related activities, events, projects, etc. Participate in training, workshops, and technical assistance sessions as requested and needed	6. <u>All Committee Members</u> : Actively participate in committee meetings. Offer input, leadership, and feedback. Participate in partner-related activities, events, projects, etc. Participate in training, workshops, and technical assistance sessions as requested and needed. Participate in marketing, volunteer recruitment, and maintaining active referral networks

Skills -- Additional relevant skill-sets

1. Knowledge and commitment of parenting, child/youth development, shared leadership, parent leadership, and family empowerment	3. Knowledge and understanding cultural issues, diversity, and/or the importance of local customs and practices
2. Knowledge and understanding of protective & risk factors, hosting community Café style sessions, and maintain consistent participation of events, activities, and groups	4. Knowledge of group dynamics, local family needs, community resources that promote, and ability to work as a team

Preference may be given to individuals with education and/or experience in marketing, building resources, leading/facilitating meetings, and/or maintaining finances and bookkeeping. Preference may also be given to individuals with education and/or experience in the ACE Study, brain development/science, creating awareness, education, support and leadership and applying those practices to help strengthen local communities.