
Advisory Committee Description

Position Title: Advisory Committee Member

Reports To: Chairperson

Tenure:

Each member may serve a maximum of two full three (3) year terms plus any unexpired term they may have starting _____. At the conclusion of that service, every member will rotate off for a period of at least one year.

Function:

The Committee should be representative of the community. They are aware of key needs of the community, determine how the fund can help meet those needs, educate the public on the benefits of the fund, and raise money to support the fund's work.

Principal Activities:

1. Attend all meetings and actively participate in decision making. Meetings will be held on the _____ of each _____. Attendance is required at XX% of these _____ meetings.
2. Serve on at least one committee and attend all of its meetings.
3. Support and participate in fund-raising activities as follows:
 - a. Make an initial gift "within your means" to the Bemidji Area Community Fund endowment(s).
 - b. Endorse fund raising plans and actively solicit financial support for the Bemidji Area Community Fund projects and endowment.
4. Be a spokesperson for the Bemidji Area Community Fund.
5. Be willing to assume leadership positions and be a team player.

Role

1. Hold the "public trust" of the fund's constituents – donors and prospects
2. Work to develop and implement the mission statement and strategic plan
 - Short - long-term and on-going prioritized projects/programs for support
3. Ensure adequate financial resources
 - Personal financial support
 - Identify, cultivate and solicit donor prospects
4. Provide expertise
6. Service as public advocate and spokesperson
7. Identify, enlist and orient new members
8. Assess committee effectiveness

Expectations

1. Willingness to:
 - Learn about the organization
 - Internalize its case for support
 - Open doors to influence and affluence
2. Attend meetings and complete assignments
3. Identification of other potential volunteers and major gift prospects
4. Candor in evaluation and development
5. Knowledge about constituency
6. Accessibility, confidentiality and dependability