



Advisory Council Job Description

Purpose:

The Advisory Council serves as a critical community champion of TriCity Family Services. Members of the Advisory Council share their gifts in service to our mission, but have no governing function within the organization. For long-time supporters, those with limited time, and those who may consider Board Membership in the future, members of the Advisory Council create a direct link to our community with their:

- professional and technical expertise
- diverse knowledge of constituent perspectives
- connections to local and statewide resources, colleagues or peers
- philanthropic support or other forms of needed assistance

Structure:

- The Advisory Council meets quarterly, lasting an hour and a half. Meetings will take place at 7:30 am in the morning, before work, with breakfast provided.
- The meetings will be attended by the Executive Director, a member of the Resource Development Team, and a Board Liaison.
- Each meeting will begin with an agency update and include a presentation from a member of the TCFS staff. This will help members of the Advisory Council become more familiar with the agency and its programs.
- There are no term limits, but at least one year is expected.

Expectation:

- Attend a minimum of 2 meetings a year
- Stay informed of the plans, activities and needs of TriCity Family Services
- Allow TCFS to publicize members' names and participation in print and web
- Support the agency's mission in a significant way throughout the year, this may include:
 - ❖ providing expert advice
 - ❖ making introductions/opening doors to constituents and potential donors
 - ❖ co-chairing, promoting and attending events or hosting special gatherings
 - ❖ securing budget-relieving philanthropic gifts of any kind