

Advisory Council Operating Procedures:

1. Statement of purpose
2. Job Descriptions that include responsibilities and expectations
3. Description of the structure/size/composition of the council
4. Terms of service – 1 year
5. Number and length of meetings – quarterly with pre-set agendas
6. Officers—including duties – Chair (adult), Youth Vice President, Adult Vice President, Secretary (youth or adult), Treasurer (adult), Members (youth & adults)
7. Criteria for membership and selection process
8. Relationships to governing board and/or staff
9. Clearly defined “Advisory” status

Questions to Consider:

1. Purpose? (types of things advisory groups deal with)
 - a. Fundraising
 - b. Program direction
 - c. Types of volunteer activities
 - d. Recruitment
 - e. Recognition (events)
 - f. Policy recommendations
 - g. Resource development
 - h. Feedback on . . .
 - i. Problems and needs of volunteers/constituents
 - j. Goals for volunteer program
 - k. Marketing
 - l. Strategic issues
2. Structure and Size?
 - a. Formal
 - b. Small
3. Membership and Selection Process?
 - a. Volunteers
 - b. Paid staff – Cathie Myers and Tiffani Hill
 - c. Administration
 - d. Appointed by Paid Staff
 - e. Who selects – Paid staff
 - f. Who nominates - open
4. Time Requirement?
 - a. Meeting frequency - quarterly
 - b. Orientation and training
 - c. Staff support
5. Financial Costs?
 - a. Meeting notices – email/Network = 0
 - b. Travel – to Expo?
 - c. Materials – orientation packets

- d. Staff support
- 6. Methods of Communication?
 - a. With one another – email/phone/Network forums
 - b. With staff – email/phone/webinar/Network forums
 - c. With administration - none
 - d. With governing board - none