

SAMPLE: ADVISORY COUNCIL JOB DESCRIPTION

Purpose:

The Advisory Council (or other name) serves as a critical community champion of the XYZ Nonprofit. Members of the Advisory Council share their gifts in service to our mission by providing our organization with their professional expertise; their diverse knowledge of constituent perspectives; their connections to local, national or international resources, colleagues or peers; their philanthropic support or other forms of needed assistance. The Advisory Council has no governing function within the organization.

Reasons for creating an Advisory Council:

- Provides a means for involving people who are willing to give critical assistance but have limited time
- Provides a means for involving people who would have been good candidates for the board of directors, but who are unable to serve right now
- Provides a way to keep critical supporters connected to the organization
- Creates a direct link to important professional and technical expertise
- Energizes Advisors as ambassadors for the organization in the community
- Recognizes individuals for their distinguished service
- Assists in efforts to increase philanthropic support
- Enlists help from others without enlarging the governing board

Structure:

- Elected by the board of directors
- Up to three, two-year terms
- A minimum of ____ to a maximum of ____ slots
- Open invitation to attend board meetings, but in nonvoting capacity
- Could have an ex-officio position dedicated to a particular institution (e.g. president of a civic club or university) or even government officials (e.g. Two Senators, Governor, Mayor)

Expectations:

- Act annually in some significant way to support the organization's mission (e.g. expert advice, door opening, funding or fundraising)
- Allow the organization to publicize their name and participation on the Council, list name on letterhead and other communications
- Attend events such as the annual meeting and special gatherings
- Keep informed about plans, activities and needs of the organization

NOTE: If you can, tie the name specifically to your organization. Otherwise, here are some more traditional naming options: Advisory Council, Leadership Circle, President's Council, Community Leadership Council, Honorary Council