

BESTBUDDIES®

ADVISORY BOARD POSITION DESCRIPTIONS

THE FOLLOWING IS A SUMMARY OF THE BEST BUDDIES ADVISORY BOARD POSITION DESCRIPTIONS.

ADVISORY BOARD MEMBER

The Advisory Board Member works in partnership with Best Buddies Staff and is an Ambassador of the Best Buddies Organization in their community

Position Description

- Is a member of the Advisory Board
- Attends 75% of Advisory Board meetings and important related meetings
- Makes a commitment to participate actively in committee work
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time
- Stays informed about committee matters, prepares for meetings, and reviews/comments on minutes and reports
- Collaborates with committee members and builds a collegial working relationship that contributes to Best Buddies mission
- Is an active participant in the nominating committee's annual evaluation and planning efforts
- Plays a leading role in fundraising activities
- Participates and serves on at least one Advisory Board Standing Committee
- Represents a segment of the population to ensure that all perspectives are included
- Agrees to make a personal general donation to Best Buddies annually
- Enlists financial support of \$XXX either through organizations, grants, event sponsorships, ticket sales, or individual donations
- Makes a two (2) year commitment

ADVISORY BOARD CHAIR

The Advisory Board Chair works in partnership with Best Buddies Staff to ensure the success of the advisory board, fundraising events, programs, and overall development goals.

Position Description

- Is a member of the Advisory Board
- Leads all Advisory Board meetings after developing the agenda with his/her local staff partner
- Appoints Advisory Board Chairs and Committee Chairs in consultation with other Advisory Board members and local staff partner
- Plays a leading role in fundraising initiatives
- Serves as ex-officio member on all Advisory Board committees with the exception of the Nominating Committee
- Assures that the Advisory Board fulfills all responsibilities by holding them accountable
- Works with Officers and Committee Chairs to assure that the Advisory Board is in compliance with Best Buddies Guidelines
- Works with his/her staff partner to keep the members of the Advisory Board informed and knowledgeable of expectations
- Works with his/her staff partner to ensure nondiscrimination at any Best Buddies sponsored events
- Attends annual Leadership Conference at Indiana University in July
- Participates in Best Buddies National Advisory Board conference calls
- Makes a two (2) year commitment

ADVISORY BOARD VICE CHAIR

The Advisory Board Vice Chair works collaboratively with the Advisory Board Chair and Best Buddies Staff in order to transition to Chair once the current Chair roles off

Position Description

- Is a member of the Advisory Board
- Performs Chair's responsibilities when he/she cannot be available (see Chair Job Description above)
- Reports to the Advisory Board Chair
- Participates closely with the Chair to develop and implement officer transition plans
- Plays a leading role in fundraising initiatives
- Makes a two (2) year commitment

ADVISORY BOARD COMMITTEE CHAIR

The Advisory Board Committee Chair oversees operations of the advisory board committees, ensuring members have the information needed to fulfill their roles successfully

Position Description

- Is a member of the Advisory Board
- Sets tone for the committee work
- Reports to the Advisory Board Chair
- Reports to the full Advisory Board on committee meetings
- Assigns work to committee members, sets agenda and runs meetings
- Ensures distribution of meeting minutes
- Initiates and leads committee annual evaluation
- Plays a leading role in fundraising activities
- Makes a two (2) year commitment

ADVISORY BOARD SECRETARY

The Advisory Board Secretary maintains records of the Advisory Board and ensures effective management of organization's records

Position Description

- Is a member of the Advisory Board
- Manages minutes of Advisory Board meetings
- Ensures minutes are distributed to members shortly after each meeting
- Prepares and forwards notices of meetings of the Advisory Board and Executive Committee
- Monitors the attendance and involvement of Advisory Board members in activities and reports findings periodically to the Advisory Board Chair and Nominating Committee Chair
- Makes a two (2) year commitment

NOMINATING COMMITTEE CHAIR

The Nominating Committee Chair oversees all aspects of current Advisory Board Members as well as potential candidates

Position Description

- Is a member of the Advisory Board
- Ensures the Advisory Board is evaluated on a regular basis
- Maintains records of current members skills, experiences, and terms of service
- Analyzes the current Advisory Board skills and areas for improvement as well as anticipates the future needs of the Board
- Develops selection criteria to be used in the recruitment process
- Initiates the brainstorming of potential candidates with the help of the Advisory Board Members and local staff partner
- Screens suitable candidates according to the selection criteria with local staff partner and recommends successful individuals to the Advisory Board and Executive Committee
- Ensures new board members receive proper orientation and necessary training
- Makes a two (2) year commitment

ADVISORY BOARD TREASURER

The Advisory Board Treasurer works with staff partner to implement and achieve annual goals

Position Description

- Is a member of the Advisory Board
 - Addresses any conflict of interest which could jeopardize the organization with his/her local staff partner
 - Presents income reports to the Advisory Board provided by his/her staff partner
 - Meets regularly with his / her staff partner to review income statements
 - Makes a two (2) year commitment
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THE FOLLOWING IS A DESCRIPTION OF THE BEST BUDDIES ADVISORY BOARD COMMITTEES.

EXECUTIVE COMMITTEE

The Executive Committee is comprised of the Advisory Board Chair, Vice Chair, Secretary, Treasurer, and other Committee Chairs. It oversees operations of the board and acts on behalf of the Advisory Board during on-demand activities that occur between meetings. The Executive Committee regularly reports its work to the full Advisory Board.

NOMINATING COMMITTEE

The Nominating Committee is comprised of members of the Advisory Board. The Nominating Committee responsibilities are to meet with prospective board members and recommend candidates to the board. The committee also recommends a slate of officers to the board, conducts orientation sessions for new board members, and organizes training sessions for the entire board.

MEDIA / PUBLIC RELATIONS COMMITTEE

The role of this committee is to assure that Best Buddies activities are covered by local media. The Public Relations committee identifies local media personalities to host events, serve as honorary chair people, etc. This committee will also identify a marketing/PR firm to provide pro bono support to Best Buddies activities – (i.e. coordinate media coverage, run PSAs, etc.). This committee develops and assists with implementation of the marketing/communication plan – a plan that identifies potential markets for Best Buddies expansion, strategizes how to enter those markets, and benchmarks success in the promotion of Best Buddies.

INCOME DEVELOPMENT COMMITTEE

This committee oversees all income revenue sources. These sources include special events, major and corporate giving, individual giving, and grant writing. These committee members would include all special event chairs, advisory board members, and members focused on major, corporate, or individual giving. The committee identifies, plans, and secures income to achieve overall revenue goal. This committee ensures that the Advisory Board is strongly involved in all special event activities.

PROGRAM COMMITTEE

The Program Committee is composed of parents, teachers and community leaders, who actively support the mission of Best Buddies by participating and planning programmatic activities. The Chair of the Program Committee serves on a local Advisory Board to represent this committee.

Kristian Chima
Best Buddies Ambassador

