

St. James Service Club Foundation

A FUND OF THE
NORTH CAROLINA
COMMUNITY FOUNDATION

Advisory Board Position Description

CHAIRPERSON

General: Board members shall:

- Follow all bylaws, policies, and Board resolutions
- Sign an annual Conflict of Interest Disclosure and update it as necessary
- Maintain confidentiality about Foundation internal matters

Expectations of Board members:

- Embrace the Foundation's mission
- Review financial statements on a regular basis
- Identify persons or partnerships that will benefit the Foundation
- Participate fully within the Board and on any committees
- Make a term commitment according to Advisory Board Guidelines and meeting attendance a priority
- Be an active participant in fundraising
- Make a meaningful financial contribution upon acceptance of Board membership

Specific duties:

- Be the contact for the NCCF affiliate
- Receive and disseminate data from all sources to the AB regularly
- Help develop policies and purpose for AB approval
- Lead and coordinate meeting topics and venues
- Help develop roles for other members to support Foundation operations such as documenting decisions and meeting content
- Be the public face of the Foundation to enhance the Foundation's community image
- Lead the AB through planned turnover, thoughtful recruitment, and inclusiveness
- Build a partnership with AB through trust, respect, candor, and honest communication
- Lead strategic organization and planning efforts
- Lead an annual review of the organization's progress toward its mission based on AB Guidelines