

**Job Description**

***Member, (Location) Advisory Board***

**BACKGROUND**

Blessings in a Backpack (Blessings) mobilizes communities, individuals and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry. Each week of the school year, Blessings and its thousands of volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced price meal program.

**POSITION SUMMARY**

The Blessings in a Backpack (Blessings) Advisory Board provides fundraising and programmatic support for the (insert market) area. The Blessings (insert market) Advisory Board members are enthusiastic volunteers who support the work of Blessings, provide mission-based leadership and serve as strong ambassadors for Blessings’ mission. Advisory Board members play an important role in helping make more hunger-free weekends possible for children in the region by being spirited fundraisers and advocates to bring brand awareness for Blessings’ work in their communities.

The Advisory Board Member will perform a variety of tasks, such as, but not limited to:

* Board Members are active ambassadors of Blessings; promote and represent the organization to the public and to private industry, including but not limited invested parties
* Serve on committees and/or task forces and take on special assignments
* Attend meetings and show commitment to board activities
* Become well-informed on issues and agenda items in advance of meetings
* Contribute skills, knowledge, and experience when appropriate
* Consider all points of view
* Participate in organizational decision making
* Assume leadership roles in all board activities, including fundraising
* Educate yourself about the needs of the population served
* Work to recruit new board members
* Present annual budget to the board for approval
* Review the annual internal audit and answer board members’ questions about the audit
* Ensure the safety and accuracy of all board records
* Provide notice of meetings of the board and/or of a committee when such notice is required
* Implement key fundraising events, ensuring a diversified funding base
* Establish sponsorship packages and communicate benefits to other committees that would need to fulfill sponsor packages.
* Plan special events, including a local ‘signature’ event
* Create and be responsible for content on social media pages/webpage

**REQUIREMENTS**

* Understand and promote the organization’s mission
* Be familiar with the organization’s programs, policies, and operations
* Serve as a trusted advisor to the managing director
* Assist the Board chairs in identifying and recruiting other Advisory Board Members
* Partner with the program coordinator to pursue opportunities for program expansion and support in the defined geographic region
* Actively engage in fund development and supporting the board.
* Participate in financially supporting the board on an annual basis via membership dues of (insert $ amount) plus an additional contribution to annual overall board goal
* Ensure Blessings’ commitment to a diverse board that reflects the communities Blessings serves

**TERMS**

* Serve a three-year term, expiring June 30, 20XX