



## **Advisory Committee Bylaws/Development Plan**

### **Authority**

The Advisory Committee serves as community ambassadors for the benefit of Big Brothers Big Sisters of The Village Family Service Center and the clients it serves. It may make recommendations on policy, planning or financial/budget decisions. Any recommendations regarding these issues will be submitted to the appropriate Village committee of the Board of Directors.

### **Membership/Officers**

The Advisory Committee will function as a supportive team with leadership designated annually. Leadership will consist of a committee Chair, and Vice Chair. The Vice Chair will assume the role of Chair the following year. A member of The Village Board of Directors will serve on the Advisory Committee for voting representation on the Board of Directors. The remainder of the Advisory Committee membership, up to a total of twenty, will be representatives of the social, education, and economic sectors of the program service area. Each current member will actively refer appropriate members. Members may serve two 2-year terms. Following these terms, a member may serve in the capacity of an ex-officio member on a subcommittee.

As vacancies occur, new members will be nominated by current members, BBBS staff, and Village staff. Each potential member will meet with the Program Director to discuss roles and responsibilities. Following the meeting, the member may be asked to complete an application to join the committee. The application will be reviewed by BBBS/Village staff for final approval.

### **Qualifications**

Each Member of the Advisory Committee shall:

- a) Possess personal qualifications to enable the member to fulfill the responsibilities of Committee membership.
- b) Recognize the need for high professional standards in the program and provide support for upholding these standards.
- c) Have an interest in youth and the issues that at-risk youth face in our community.
- d) Be willing to commit the time required to give constructive and positive service throughout the term as a Committee Member.
- e) Possess verbal and interpersonal communication skills in order to present the program and its needs to the community.

### **Job Description/Commitment Specifications**

The Primary responsibilities of the Advisory Committee are to assist the BBBS program in 1) Fundraising, 2) Volunteer recruitment, and 3) Serve as program ambassadors in the community. Other responsibilities of committee members include:

- a) Regularly attend committee meetings.
- b) Participate in subcommittees/task groups
- c) Consider and participate in leadership opportunities on the committee and task groups.
- d) Attain knowledge of Big Brothers Big Sisters, and BBBSA Standards of Excellence.

- e) Review annually the program's long-range goals and assist in the development of annual goals.
- f) Assist the program and Village Board to provide the necessary resources, both financial and human to accomplish the program goals.
- g) Will receive the annual program budget as well as periodic updates throughout the year of the program's budget. The Village's annual audit will be available to Advisory Committee members.
- h) Act as a resource for programmatic issues/concerns.
- i) Be able to provide the time commitment necessary to serve on a subcommittee/task group and fulfill responsibilities as assigned.
- j) Represent the program in a professional manner.

Subcommittees/Task Groups will include, but are not limited to the following:

**\* Fundraising**

- Bowl for Kids' Sake
- Wine & Dine
- Other

**\* Recruitment**

**\*Marketing**

**Orientation Plan**

- a) Each potential member will meet with the Program Director to learn about program history, services, outcomes, expectations of committee members, etc.
- b) Each new Advisory Committee member will be encouraged to complete the Impact U course "Achieving the Vision: An overview of Big Brothers Big Sisters."

**Regular Meetings**

The Advisory Committee shall meet in person on an (approximate) monthly basis at The Village Family Service Center. Subcommittees/task groups will meet more frequently, as needed.

**Annual Review Process**

Each committee member will complete a member performance review annually.

A written evaluation of individual and collective Committee performance with summary results presented to the Committee will be completed, including:

- Fund Development Evaluation
- Committee Development
- Diversity/Inclusion of the Committee and engagement with the communities the Village serves

A skills/team building exercise will be planned for the Fall to assess strengths of Advisory Committee Members.

**Succession**

The current Advisory Committee Chair, Vice Chair and Program Director will serve on a standing committee to determine leadership succession. Leadership is designated annually, and consists of a committee Chair, and Vice Chair.

Policy Revised 7/00;  
 Board Approved 10/00  
 Reviewed 10/06  
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