

Advisory Board Member Responsibilities

1. Attend biannual board meetings and other functions.
2. Be informed about the program(s) and its students, services and activities.
3. Review agenda and supporting materials prior to board meetings.
4. Inform others about the organization.
5. Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
6. Keep up-to-date on and share developments in the field.
7. Work with program staff and other board members to ensure that the program is delivering learning that is current, up-to-date, and relevant to current business, industry, labor, and professional employment practices.
8. Provide support and advice to program(s), assist in the development of new programs and identify best practice standards.
9. Serve as an ambassador to the program(s) providing a connection to and ongoing exchange of information and ideas with members of a broader society.

Specific duties of board members may include the following:

- Make recommendations to help assure that the program addresses employment and educational needs of business, industry, labor, and/or the profession.
- Realistically assess the labor market demand for program graduates.
- Advise the program to ensure graduates with the skills required to meet employment needs.
- Assess the currency of curriculum and teaching practice.
- Serve as an advocate of the Program and a communication link between the host institutions and the community.
- Provide feedback, advice, and/or assistance with a variety of Program driven tasks and/or projects.
- Assist with program marketing and promotion.
- Assist in the identification and recruitment of new Board members.
- Assist in identification and acquisition (when appropriate) of external funding and resources to support the students and program (scholarships, program materials, other resources).
- Identify and present opportunities and/or host opportunities for student capstone projects or experiences.
- Assist with placement of program graduates.
- Provide recommendations for topic presenters for Advisory Board meetings.

Personal Characteristics: Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group. Willing to: prepare for and attend board meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to

circumstances, open doors in the community, evaluate oneself. Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization. Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.