**\*Insert Organization Name**

**Sample Regional Advisory Board Member Job Description**

Four key functions of the Regional Advisory Board:

1. Advocate for the NPO in the community
2. Monitor and strengthen NPO programs and services.
3. Participate in and support NPO philanthropy efforts.
4. Develop planning/goal setting.

*Regional Advisory Board members serve a three-year renewable term.*

**Board Member Requirements**

NPO Advocacy:

* Attend and actively participate at board meetings and assigned committees.
* Be involved at NPO special events as needed.
* Educate the community about NPO – tell NPO story and share the ***mission*** and ***vision*** of NPO.
* Recommend other qualified members to serve on the regional board.
* Utilize skills and experience in guidance and decision making.
* Recruit new opportunities for NPO.

Programs and Services:

* Become knowledgeable about all NPO outreach efforts – learn stories of impact from outreach participants and communicate these stories.
* Participate in the development of new outreach efforts.
* Make a personal gift to the Annual Campaign at a leadership level.
* Volunteer in the Annual Campaign and recruit other volunteers.
* Thank donors and set-up a time to take them to visit outreach programs.

Planning & Evaluation

* Give input in regional board planning – both long term and annual.
* Serve on a sub-committee that focuses on a regional/board goal.