



## **ADVISORY COUNCIL FACT SHEET**

### **PURPOSE**

The Advisory Council represents a significant resource to the Greater Bay Area Make-A-Wish Foundation® and its Board of Directors. The Council represents the diversity of the community served by the Foundation and assists the Board, Executive Director, and Staff by acting as ambassadors for the Foundation. Additionally, the Council solicits gifts (both cash and in-kind) and grants from individuals, corporations, and foundations to help fulfill the mission of the Foundation.

### **FOUNDATION RESPONSIBILITIES**

The Foundation is committed to supporting the Advisory Council through the following actions:

- Communicate Foundation activities on a monthly basis. All Council members will receive the monthly Executive Director report, as well as agendas and minutes of all Board meetings.
- Council members will be invited to Foundation events including the Board/Staff Annual Holiday Party; Annual meeting and reception; and Foundation fundraising events.
- Council members will be provided with Foundation business cards and informational materials (including the Adopt-A-Wish program).
- Council members will also be invited to speak at community events.

### **COUNCIL MEMBER RESPONSIBILITIES**

Each Advisory Council member is expected to support the Foundation through the following actions:

- Attend two Advisory Council meeting annually; attend Holiday Party in December
- Contribute \$3,500 to the Foundation or actively participate as an organizer or sponsor of a fund raising activity that results in net proceeds in excess of \$35,000 being contributed to the Foundation;
- Promote the Foundation through attendance at Council meetings and on an as needed basis, attend Foundation events, give speeches and presentations in the community, and bring donors or sponsors to the Foundation.
- Be available to the Board of Directors, Executive Director, and Staff for consultation and advice in the Council member's area of expertise; and
- Participate in Ad Hoc taskforces made up of Advisory Council members, Board members, Executive Director, Staff, and/or volunteers created to address specific issues utilizing the member's area of expertise.

Each Advisory Council member is strongly encouraged to:

- Attend a briefing of the Foundation's activities and future goals held during the Annual Board meeting and lead by the Board Chairperson or Executive Director;
- Attend Board meetings (always welcome, not required)
- Read regular briefings and become knowledgeable about Foundation activities; and
- Refer potential wish children to the Foundation.

### **TERM OF OFFICE**

Advisory Council members serve at the pleasure of the Board and may serve a renewable term of three years.

### **COUNCIL LEADERSHIP**

The Chairperson of the Council will be appointed by the Board. The Chairperson along with the Foundation Board Chairperson and Executive Director preside at all meetings of the Advisory Council. There are no other required officers of the Council.