

Advisory Board Member Expectations and Agreement

The **(project name)** Advisory Board is composed of community stakeholders who have knowledge of and connections to the **(location)** region. The Board actively contributes to the **(project name)** goal of building support for policies, programs, and services that ensure everyone can achieve reproductive well-being. Specifically, **(Project Name)** Advisory Board members are expected to:

1. Provide strategic vision and direction for program goals. Board members serve as champions for **(community)**, providing strategic advice for the **(name)** project. Board members offer a particular eye towards community needs and opportunities and lift up those that they identify to the project team. Board members also share their insights and expertise by discussing opportunities, challenges, and next steps to increase access to the full range of reproductive health care services in **(region)**.

2. Attend and actively participate in quarterly board meetings. Board meetings are held in-person, on a quarterly basis, at **(location)**. In **(year)**, Board Meetings are scheduled for:

- Date and time
- Date and time
- Date and time
- Date and time

Logistics for each Board meeting (including location, agenda, etc.) will be provided at least 3 weeks before each scheduled meeting. **Board members are expected to attend all meetings.**

3. Actively participate on a Board subcommittee and contribute to project work.

Each Board member is expected to sign up for and actively participate on at least one Board subcommittee. The work of each subcommittee is determined by the group throughout the year. Currently, subcommittees include:

- Health Care Training and Support: (brief description & 2-3 activities)
- Community Engagement: (brief description & 2-3 activities)
- Policy: (brief description & 2-3 activities)

4. Build relationships with community stakeholders and influential leaders on behalf of (project). Board members are expected to share project events and resources with their networks and to make connections with community members who are invested in and passionate about contraceptive access.

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As a thank you for Board members' time and contribution toward project activities, Board members will receive an honorarium of **(\$amount)**, paid out following each Board meeting.

Your signature below indicates your understanding and acceptance of these responsibilities and your desire to serve as a **(project name)** Advisory Board member for the period of **(dates)**.

_____	_____	_____
Signature	Printed Name	Date