[Add Organization’s Logo]

Local Advisory Board Chair Job Description

Chair Roles & Responsibilities

[Organization’s Description]

Local Advisory Board Purpose:

The [organization] local advisory board provides strategic guidance and support to an organization by leveraging local expertise and community insights. Its purpose is to enhance [organization's] impact, ensure alignment with community needs, and foster local partnerships. By offering diverse perspectives and resources, the advisory board helps the organization achieve its goals and strengthen its presence within the [city] community.

Key Responsibilities:

Leadership and Oversight:

- Lead the local advisory board in providing strategic guidance and support to the organization.
- Oversee the board's activities to ensure alignment with the organization's mission and community needs.
- Facilitate effective board meetings and ensure active participation from all board members.

Guidance and Support:

- Advise on local strategies for growth and sustainability.
- Provide counsel to the [Local Leader] and local staff as needed.

Fundraising and Network Building:

- Leverage personal and professional networks to support the organization's fundraising efforts.
- Act as an external champion for the organization, promoting it within the community and identifying opportunities to build the [organization] brand.

Active Participation:

- Commit to serving a [number of years] term.
- Participate in [number of times] annual board meetings and additional committee meetings as required.
- Dedicate an average of 2 to 4 hours per month to board activities.

Support for Organizational and Performance Goals:

- Provide guidance on site budgets, programs, and goals.
- Assist in implementing national systems for human resources, technology, financial planning, and other operational processes at the local level.

Community Engagement:

- Foster strong, active participation in meetings, calls, offline work, and attendance at organization events.
- Promote community engagement and partnerships to enhance the organization's impact.

Participation and Commitment:

- Serve [number of years] terms.
- Attend [number of times] full board meetings annually, with additional committee meetings as needed.
- Maintain strong, active involvement in all board-related activities.

Process and Next Steps

As we build our founding local advisory board in [city], the initial process will be informal. Interested candidates will have an exploratory conversation with the [Local Leader] to assess mutual fit and clarify responsibilities. Additional steps may include informal meetings with other board members, site visits, and attending upcoming advisory board meetings.

If you are interested in getting involved or learning more, please contact:
Name and email