

**Big Brothers Big Sisters of Kentuckiana
Volunteer Advisory Council Member
Job Description**

- Position reports to: BBBS Advisory Council Chair and Branch Manager
- General Responsibilities: Provide leadership and support to the BBBS Advisory Council and adheres to the goals and objectives of the organization
- Specific Responsibilities: Supports established policies of the organization
Provides professional leaderships
Ensures financial accountability
Ensures adequate financial and human resources
Adheres to BBBS local and national guidelines
Serves as a member of a standing committee
Accepts Volunteer Advisory Council time commitment
Supports and attends all BBBS public activities
Ensures corporate/business resources support
Minimal contribution of \$100 annually made through time volunteering for a fundraising events or through direct contribution
- Time Commitment: 1 year term and up to 3 hours per month
Attend at least 6 Advisory Council meetings annually
Attend at least 1 Advisory Council meeting per quarter
Attend appropriate committee meetings
Attend most BBBS public activities
- Recognition: Advisory Council member's name, title and company information will be listed in BBBS promotional materials.
Exceptional achievement and outgoing Advisory Council Members will receive special recognition award.
- Qualifications: Demonstrated commitment to the advocacy of BBBS
Knowledge and experience in at least one of the functional areas of BBBS operations
Willingness to commit to Advisory Council requirements
Willingness to represent self and business as BBBS Advisory Council Member