



## **Colchester Youth Service Bureau**

### **Advisory Board Member Job Description**

#### **Responsibilities and expectations**

- Understand the CYSB's mission, programs and services
- Participate as needed in all fundraising and special events
- Participate in annual strategic planning for the department and the Board
- Measure community's satisfaction with CYSB services and provide feedback
- Actively advocate on the local and state level for legislation and policy that impacts youth
- Review and provide input on the Bureau's annual budget
- Make recommendations on programs and services offered by the Bureau
- Actively participate on a standing Committee of the Board
- Review agenda and supporting material prior to board and committee meetings and be prepared to provide any corrections, additions, or other input
- Actively seek out and listen to community concerns that can be addressed by CYSB mission and programs
- Communicate and promote the mission and programs of the organization to the community
- Understand the policies and procedures of CYSB

#### **Meetings and time commitment:**

- The Advisory Board meets September through June on the first Wednesday of the month, 5:30 p.m., at the Youth Center. Meetings typically last 90 minutes.
- Committees of the Board meet an average of four additional times per year, pending their respective work agendas.
- Attend several special events and fundraisers throughout the year, as a need is determined by the Fundraising Committee.
- Attend annual Town Budget Meetings

#### **Length of term:**

A Board member's term begins when they are officially appointed by the Board of Selectmen, and is active until two years from the time of their appointment. Board members are limited to serving three consecutive terms, pending approval of the Board, with the third consecutive term expiring in June of their sixth year of consecutive service. Previous Board members are required to be inactive with the Board, but not necessarily with the work of the organization, for a period of at least 12 months before reapplying for Board membership.