

Wallowa County Community Endowment
Fund Advisory Committee
Job Description: Chair

Title: Chair

Purpose: Provide leadership to the community endowment

Requirement/Skills:

1. Commitment to the community endowment
2. Ability to speak before a group
3. Ability to work with people
4. Ability to delegate responsibility
5. Experience running a meeting

Duties:

1. Attend and conduct Fund Advisory Committee (FAC) meetings
2. Create agenda for each meeting (NEOEDD will provide assistance with this at outset)
3. Develop endowment's calendar of events with other members
4. Orient new FAC members
5. Facilitate program evaluation and oversee creation of a one to two page annual report
6. Stay current on all phases of endowment's activity
7. Help with endowment's sponsored activities and events
8. Attend OCF workshops and other training sessions

Minimum Time Commitment:

1. Two or three hours per monthly meeting, with the potential to meet less frequently as the fund develops
2. Eight hours annually to help set annual calendar, conduct annual meeting, write reports
3. Three to four hours per month for communication with subcommittee chairpersons, coordination of affiliated fund activities and other duties
4. Additional time as necessary during first six months

Results:

1. Personal satisfaction in growth and sustainability of community endowment
2. Increased relationships and knowledge of the community
3. Development of personal leadership and organizational skills

Resources:

1. OCF staff
2. Limited use of NEOEDD staff and equipment