

**Wallowa County Community Endowment
Fund Advisory Committee
Job Description**

Title: Fund Advisory Committee (FAC) Member

Purpose: To serve as a voting member of the endowment to monitor the goals, finances, programs, and performance of this fund

Obligations of FAC members:

1. Establish mission, vision, and values
2. Create strategic plan and monitor performance
3. Provide stewardship and fiscal responsibility in keeping with the legal requirements and policies of the fund and the Oregon Community Foundation (OCF)

Responsibilities of FAC members:

1. Open doors to secure major gifts and assist with fundraising efforts
2. Contribute annually to the endowment with a personal financial gift (within your means)
3. Contribute personal time and talent to the endowment

Expected meeting attendance:

1. Regularly attend FAC meetings
2. Attend standing committee meetings, if member
3. Participate as an ad hoc committee member, if appointed
4. Attend trainings, workshops, and other FAC development activities

Specific Duties:

1. Attend meetings and show commitment to FAC activities
2. Be well-informed on issues and agenda items in advance of meetings
3. Contribute skills, knowledge, and experience
4. Listen respectfully to all points of view, striving for committee consensus
5. Participate actively in organizational decision making
6. Consider making personal provisions for a planned gift to the endowment
7. Represent the organization to the general public and to the corporate community
8. Become educated about the needs of the community and people the endowment serves