



ADVISORY COUNCIL JOB DESCRIPTION

Purpose:

The Advisory Council serves as a critical community champion of the Cupertino Historical Society and Museum. Members of the Advisory Council share their gifts in service to our mission by providing our organization with their professional expertise; their diverse knowledge of constituent perspectives; their connections to local, national or international resources, colleagues or peers; their philanthropic support or other forms of needed assistance. The advisory Council is a non-voting group that will advise and will aid the board of directors in some of the projects listed below

- By publicizing fundraising activities and museum exhibits when possible.
- Advise the board by attending occasional subcommittee meetings or consulting with the Executive Director or by e-mailing the board.
- When able, attend and/or help at Fundraisers
- Attend a finance, publicity, collections or membership committee meeting if needed
- Consult with the Executive Director about leveraging individual talents and to share ideas the board can use to fundraise or publicize our mission.

Expectations:

- Act annually in some significant way to support the organization's mission (e.g. expert advice, volunteering time, development).
- Allow the organization to publicize their name and participation on the Council.
- Attend events such as the Annual Meeting and Special Events.
- Keep informed about plans, activities and needs of the organization
- Open invitation to attend board meetings (not required), but in a non-voting capacity

Structure

- Appointed by the President of the Board of Directors.
- Serve up to two, four-year terms.
- Open invitation to attend monthly Board Meetings in a non-voting capacity.