

Role of the Athens Community Foundation Advisory Board Member

- 1) To realize that participation on the Advisory Board is a privilege and opportunity to contribute to a very successful community program, as well as a significant responsibility to the community requiring the commitment of time, enthusiasm, and thoughtful contemplation.
- 2) To read and understand the Trust Agreement and its intent. Specifically, Advisory Board Members should be guided during the lead up to making their recommendations, by the concept of preparing such recommendations that will *"reflect the values and interests of the residents of the Town of Athens and the grantor, and directly benefit the general welfare of the Town and its residents."*
- 3) To acknowledge that the sole purpose of the Advisory Board is to provide the Fund Trustees with information and recommendations, consistent with the Trust Agreement and its intent, and that the granting of any/all financial awards will be at the exclusive discretion of the Fund Trustees.
- 4) To recognize and understand that the Advisory Board and its individual members are to impartially review and make recommendations on requests for funding in accord with the letter and intent of the Trust Agreement. It is imperative that no member accepts the responsibility of acting in an advisory capacity should they have a personal agenda.
- 5) To actively participate and contribute at all Advisory Board meetings. Such participation/contribution includes; dedicating the necessary amount of time to thoroughly inform oneself of the particulars of each funding request, obtaining the necessary clarification relating to questions regarding each funding request, and sharing all information relative to each funding request with all other Advisory Board Members.
- 6) To completely familiarize oneself with the process by which the Advisory Board will receive, review, and evaluate funding requests. Full participation in scheduled Advisory Board meetings is expected and necessary to gain such familiarity.
- 7) To collectively prepare and submit a timely annual report for the Fund Trustees. Submitted report must include all original requests for funding; a summary of the Advisory Board's evaluation of each funding request; and justifiable award funding recommendations for the Trustees' consideration.

The success of the Advisory Board depends entirely on the willingness of each member and the collective body to dedicate themselves to carrying out a fair, equitable, and complete review/evaluation process that encourages, accepts, and considers the thoughtful input of all members.