

## PROFILE CHECKLIST FOR ADVISORY COUNCIL MEMBERS

We always look for Advisory Council members who are a GREAT fit. This checklist will help you and PRF make this determination. Please mark all that apply and let's go from there.

- Prayed (or will pray) about why you feel you could be an asset to our Council.
- View serving on our Council as a partnership with PRF and the communities we serve.
- Always seek ways to expand our capacity through innovative ideas and collaborations.
- Serve only on those committees and initiatives that you are passionate about.
- Believe that everyone on the Council should be able to do one thing very well.
- Invite others to hear about or participate in partnership with our works.
- Not be afraid to bring up an idea, regardless if you are selected to be in charge of the idea.
- Clarify your expectations to our Council before accepting a position.
- Ask questions, ask questions, ask questions.
- Serve with someone who has a different faith tradition than I.
- Willing to help strategize the short and long-term goals and objectives.
- Understands that PRF is here to serve all of God's people who are willing to put in the work.
- Provide a more than reasonable level of financial support to support the ministry.
- Be responsive to the Board and Executive Director when your assistance is required.
- Agree to serve out your two-year term to the best of your ability.
- Remain in constant prayer for everyone connected to our Team, our mission, vision and initiatives.
- Provide sound and timely guidance to the Executive Director, staff, and Directors when required.

**Yes, I believe I have enough qualities to be an effective member of PRF's Advisory Council.** \_\_\_\_\_

**Initials**



# Advisory Council Agreement

**TITLE:** Advisory Council Member, PRF Teaching Ministry

**ACCOUNTBLE TO:** Chairperson, PRF Teaching Ministry and the General Board

**PURPOSE:** To serve as strategic thought leaders, and are comprised of members who are collaborators and catalysts for action representing their specific knowledge area and community building. The nature of this position involves responding to requests, via e-mail and phone, for feedback and input on a variety of items, such as research & surveys, comment letters, and other PRF activities. Serves as an advocate for the community enhancement and the betterment of the individual. Council members generally contribute specific skills, knowledge, and experiences in a *project-related* manner.

**TERM:** One year; annual term extensions may be renewed at a regularly scheduled BOD meeting, but will be staggered as determined by the Chairperson. Members should provide a 30-day notice if resigning from the Council so that a suitable replacement could be located, if needed or to finish a task.

**TIME REQUIREMENT:** Council members are should donate a minimum of four hours per month (as necessary) to PRF. Participation in four to six advisory calls with Chairperson and/or the General BOD is required to help guide PRF in the proper direction. As a leader, Council members are encouraged to participate in at least one PRF Learning Session during their term.

**ATTENDANCE:** Attend the annual Advisory Council meeting (held in conjunction with a PRF Director’s meeting). Council members are encouraged to attend the quarterly BOD/strategic meetings where their expertise could assist in the planning and execution of goals and objectives.

**MISSION:** Identify, articulate and prioritize the issues, topics and challenges affecting PRF and the various communities and professions served. Assist PRF to better understand their audiences and leaders, helping to determine best approaches to reaching and engaging key audiences. Council members must be up-to-date on their specific knowledge base and how it can benefit PRFs functional abilities. Provide technical guidance to the development of both short and long-range strategic plans.

**OVERSIGHT:** Strives to ensure connection of committee activity to PRF’s mission, strategy and objectives. Give strategic advice and recommendations to the Chairperson and for the BOD and other operational stakeholders.

**RESOURCE DEVELOPMENT:** Identify other subject-matter experts and knowledge leaders who can support PRF in a variety of ways and expand the organization's reach and influence. Identify "best in class" developments within the appropriate context and potential impact on the profession and community. Help spread the mission of PRF by representing the organization to the public, private and business partners through social media and personal interactions. Represent the interests of ministerial goals and serve as a “strong” ambassador for PRF. Assist in strategic giving opportunities.

I, \_\_\_\_\_, gladly accept this appointment and feel confident I will cheerfully contribute as needed and according to the duties as described above. I understand that my term expires on \_\_\_\_\_.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Email: \_\_\_\_\_