

Community Fund of North Kootenay Lake Society  
**P017** ADVISORY COMMITTEE - TERMS OF REFERENCE

**Mandate:** The Advisory Committee is an external standing committee of CFNKLS, which provides advice to the Board of Directors and supports the mission of CFNKLS through promotion and awareness-raising. The Advisory Committee reflects the wisdom of the community at large. The Committee is not a decision-making body and individual members speak in their own capacity, rather than on behalf of CFNKLS.

**Function/Responsibilities:** The main roles for members of the Advisory Committee are:

- To provide formal and informal advice to the Board of Directors on issues being addressed by CFNKLS;
- To serve as CFNKLS 'ears' in the community, picking up on the things CFNKLS is doing right, and advising the Board on that which it might do better;
- To raise awareness and support for CFNKLS by engaging members of the community;
- To provide a broader range of input to the granting decision-making process, including acting as a needs assessment resource; and
- To learn about CFNKLS as preparation for a potential future role on the Board of Directors or other CFNKLS Committees.

**Composition:** The Advisory Committee shall be comprised of members of the public. Committee members may have previous experience with CFNKLS or Community Foundations or may have a history of engagement in the communities of North Kootenay Lake. There is no minimum or maximum number of members of the Committee.

**Selection Process:** Membership in the Advisory Committee will be through a self-nomination process. Members of the Board of Directors will vet any nominations to the Committee as a formal decision of the Board.

The Board and the Advisory Committee shall seek to ensure that membership in the Committee is constituted by a balanced cross-section of the community, represented by individuals who are active in the community. The Committee shall seek to have a balance of ages represented, including youth and seniors.

**Quorum:** Since the Advisory Committee is not a decision-making body, there is no need for quorum. However, Committee members will be expected to participate in Committee meetings as appropriate.

**Meetings:** Advisory Committee members will seek to meet at least twice per year, with at least one of these meetings consisting in part of a joint meeting between the Committee and the Board. Board members will facilitate organization of these meetings.

Committee members will bring forward issues for discussion and / or recommendation. Board members may suggest additional issues for discussion. The Advisory Committee will prepare a report from each meeting for consideration by the Board of Directors.

Advisory Committee members are welcome to participate as observers in Board meetings or other CFNKLS Committee meetings and to provide advice on an informal basis to Board members.

**Terms of Office:** Committee members may serve three years plus one further three year term.

Date Reviewed: 4 May, 2007

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