



ADVISOR JOB DESCRIPTION

Position Summary:

Advisor is responsible for advising the Chair(s) and other Committee members regarding past practices, general operations, and other matters to ensure the organization runs well.

Accountable to:

CnC Event Chair

Responsibilities:

- Act as advisor to the Chair(s) and Committee regarding past practices and operations. Upon request, assist members in performing their responsibilities.
- Attend majority of Committee Planning Meetings.
 - If you cannot attend a Meeting, please inform the Chair in advance
- Make announcements at Meetings or other functions, as needed
- Attend Local CnC Events
- Participate in the development and implementation of strategic short-term and long-term planning for Local CnC
- Complete other assignments as requested by the Chair(s)

Requirements:

Advisor should be a past Event Chair and/or someone with intimate knowledge of the organization and its mission/goals.