



Advisory Committee Member Role Description

Contributes to and leads the annual charitable giving campaign for Colorado state employees in the following ways:

- Assists in the Campaign Manager selection process. (The Campaign Manager is the organization which holds the contract to manage the CCC; currently, this is Community Shares of Colorado.)
- Reviews the Campaign Manager's overall performance, and administration and facilitation of CCC activities and funds distribution, including planning, budgeting and marketing.
- Reviews applicants to the CCC (umbrella federations, state college and university foundations, and state service organizations) and recommends approval or denial.
- Reviews and amends bylaws as needed.
- Represents his or her state agency or educational institution on the committee and serves as a liaison with other staff and executive directors.
- Attends and participates in as many advisory committee meetings/events as possible. Requested commitment level is attendance at half of the meetings/events each calendar year and serving on at least one subcommittee.

Time commitment: The committee typically meets eight months of out of the year, for an hour each time. Committee members are also asked to attend some portion of both the annual Lead Coordinator kickoff and training event, and thank-you celebration. The overall time commitment for committee member is estimated to be 12-16 hours per year, which includes preparing for and attending committee meetings, checking in on individual agency campaigns and attending events. There is more concentration of time commitment during the months the campaign is in active fundraising mode (September to January).

- If elected by the committee, serves on the executive committee as chair, vice chair or committee administrator and fulfills duties as described in the bylaws.
- Actively supports the efforts of the Lead Coordinator of his or her state agency or school.
- When needed, assists in securing Lead Coordinators within his or her agency or school for the annual campaign.
- When stepping down from the committee, assists in engaging a replacement representative from his or her agency or school.