

SOP # \_\_\_\_\_ Revision \_\_\_\_\_  
Effective Date: 1.19.2011

Prepared by: Executive Director  
Approved by: Board of Directors

**Title:** **SANTA ROSA PLATEAU FOUNDATION -  
ADVISORY COUNCIL**

**Policy:** An Advisory Council will complement the effectiveness of the official Board of Directors as it carries out its mission and/or assists with specific issues or fundraising initiatives.

**Purpose:** 1) To increase SRPF's profile and credibility in the business community.  
2) To increase the number of influential community leaders in support of the Foundation's mission.  
3) To develop resources resulting in increased fundraising.  
4) Advisory Council members are potential candidates for Board of Directors

**Scope:** The Advisory Council will function as a standing committee sanctioned by the Board of Directors of the SRPF but will have no formal authority to govern the organization. It cannot issue directives but will serve to make recommendations and/or provide key information, community influence and materials to the formal Board of Directors.

#### **RECRUITMENT:**

Influential individuals will be recruited who have either expressed and/or have been identified as wanting to help the Foundation and who want to maximize their influence but minimize their time commitment.

The Board of Directors and the Executive Director will identify potential candidates and bring those names to the Board for discussion before the candidates are approached. Each candidate will be approached to determine their interest and will be invited to a Board meeting. An Advisory Council packet will be provided to each candidate with complete information about the Foundation.

#### **MEETINGS and STRUCTURE**

1. Term of commitment is for one year
2. Meetings will be held at least once per year.
3. Meetings can be called as needed.
4. The nature of the commitment is to be available for advise, influence and intervention.
5. Agendas and minutes from Board of Director meetings will be forwarded monthly to each Advisory Council member.
6. The Advisory Council members will select a Chair.