Advisory Committee Terms of Reference
Updated June 2019

THE FOUNDATION BOARD ADVISORY COMMITTEE

The Advisory Committee is a key component of the infrastructure of a Jewish teen philanthropy program. It is fundamental to supporting and establishing a sustainable and successful Foundation Board Incubator program within the local community and enabling the host organization to deliver successful programming to Jewish teens.

The Foundation Board Incubator is an initiative from the Jewish Teen Funders Network (JTFN) that partners with communities to launch new, high-investment, pluralistic and community-wide Jewish teen philanthropy programs. JTFN works closely with Incubator communities, providing substantial educational and financial resources for up to three years, to ensure program sustainability.

The Foundation Board Incubator is a project of the Jewish Teen Funders Network, generously funded by Laura Lauder and the Maimonides Fund.

AIMS AND OBJECTIVES

The Advisory Committee role is to support the Jewish teen philanthropy program in your community and assist in key decision-making pertaining to the growth, sustainability and evaluation of the program.

The primary objectives of the Advisory Committee include:

- Working in collaboration with the host organization to embed the Jewish teen philanthropy program into the community’s overall aim of Jewish teen engagement and Jewish identity.
- Supporting the program’s sustainability in building relationships/networks to source and provide funding for to the host organization to deliver the program.
- Engaging with the host organization in developing and implementing a robust campaign or process to recruit teens into the program.
- Collaborating with the host organization to work on strategies to grow and expand the program within the community.
- Helping to showcase the program to the community through media and other communication opportunities.
- Determining measures of success for evaluating of the programs impact within the local community.
MEMBERS AND RESPONSIBILITIES

The Advisory Committee should include a combination of funders, Jewish community leaders, senior (or leading) organizational professionals and parents. Members should be prepared to share their thoughts and strategic expertise in order to support the program. The group should comprise of 8 to 12 community members. Membership to the Advisory Committee is not time limited but determined by the expertise and guidance offered by the participants in line with the needs of the program.

Responsibilities of the Advisory Committee should include (but are not limited to):

- Meeting at least 4 times a year within the first 2 years of establishing of the program to ensure oversight and input is provided in a timely and appropriate manner. The frequency of meetings can be negotiated once the program is well established and meeting key objectives for success as determined by the Advisory Committee.
- Taking minutes from each meeting for future reference.
- Serving as ambassadors for the program, facilitating connections with schools, youth programs, non-profits, and other community leaders.
- Advising and reviewing any large programmatic changes, budgets, and strategy.
- Attending the first introduction (orientation) meeting for the teen program. This meeting brings all teen participants and parents together for the first time and provides a clear overview of the program to all participants.
- Attending the granting ceremony at the end of the academic program cycle.

ADVISORY COMMITTEE ROLES WITHIN THE PROGRAM CURRICULUM:

Including advisory committee members into program sessions can be of benefit for both the teens to learn from the member’s unique skill sets, while also exposing the members to the content of the program. It is also important not to overwhelm teens with too many visits in order to achieve the correct balance.

These moments for inclusion might include:

- As a guest speaker to present on a particular area of expertise (foundations, budgets, nonprofit work, community organizing, philanthropy, etc).
- Inviting multiple board members to be part of a panel discussion.
- As fundraising mentors, where each teen is paired with an advisory board member in order to practice elevator pitches and one-on-one phone solicitation.
- As a presenter at the check granting ceremony.
Attendance at teen program session should be with an intention of contributing rather than sitting and observing. On occasion, individuals may be brought to observe small part of the session however more productive interaction such as informal discussions during the teens lunch or dinner break or lay leader expertise being shared is an effective way to interact with the program. It is appropriate to time-limit the visits from guests to 20 or 30 minutes, etc.

It is further recommended that advisory committee members attend sessions towards the beginning of the program cycle, before site visits and granting decisions have been made so that the teens have the option to have “closed” meetings in order to focus on maintaining confidentiality in granting decisions, where applicable.

**ADVISORY COMMITTEE CHAIR/CO-CHAIR**

If the host institution chooses to name a lay chair (or co-chairs) for the committee, their extra responsibilities may include the following:

- Setting the agenda of each advisory committee meeting in conjunction with the staff liaison (either the program leader, supervisor, or both).
- Taking an active role in ambassadorial or networking meetings regarding the growth of the program.
- Being a liaison between this committee and other lay committees and/or executive boards that are present in the host institution, where appropriate.
- Present at the host institution’s annual board meetings on behalf of the program, where appropriate.
- Present at the check granting ceremony at the end of the program cycle.
- Help source new advisory committee members as others complete their terms.

Host organizations may also want to consider for how many years a chair should be in position, and whether it should be a dual role.
MEDIA OPPORTUNITIES AND PR:

Showcasing the presence and successes of the program are vital to its standing in the community, recruitment efforts and continued sustainability.

The Advisory Committee might also want to consider the following responsibilities regarding press and PR:

- Creation of a sub-committee responsible for outreach to press (both Jewish and secular).
- Helping the program leader and/or supervisor coordinate press releases when necessary.
- Utilizing existing personal connections and networks to ensure media and PR exposure.
- Provide quotes, testimonials and endorsements to be used by press and online media.
- Be available for interview by press and online media.
- Forge relationships with local news stations and coordinate press presence at outward facing program events (check granting celebration, community Chanukah candle lighting, joint Jserve event, etc)

Please note that all printed and online material concerning the programs in the Foundation Board Incubator must include the verbiage: “The Foundation Board Incubator is a project of the Jewish Teen Funders Network, generously funded by Laura Lauder and the Maimonides Fund.”

HOST ORGANIZATION ROLE

- Providing secretariat support to the Advisory Committee.
- Program leader/supervisor will sit on the committee.
- Acting as a representative from the host organization to share progress and challenges of the program.
- Implementing strategic evaluation processes as guides by the Advisory Committee to assess the impact and successes of the program.
- Pass on any necessary reports, evaluations or memos from JTFN (and other funders where necessary) for review and/or comment to the Advisory Committee.