



The Novato Foundation for Public Education [www.novatoschoolfuel.org](http://www.novatoschoolfuel.org)

### ***Advisory Council Position Description***

The newly formed Novato Foundation for Public Education, or **SCHOOL FUEL** is seeking talented and committed community members to serve on its Advisory Council.

The Advisory Council will consist of 11 members, each serving 1- to 3-year terms. (To provide for staggered terms, some shorter term lengths will apply for the first Council only.) The Advisory Council members will not have voting authority; however their input will be sought out and relied upon heavily by the Board of Directors.

The Advisory Council's function will be to support and enhance the work of **SCHOOL FUEL's** Board of Directors by providing advice and counsel to the Board in areas such as fundraising, finance, investments, volunteerism, marketing/advertising and communications with the community at large. Advisory Council members will act as a liaison between the Board and the community. Advisory Council members will also be expected to provide the Board with connections to community leaders, business leaders, etc. for the purpose of fundraising, volunteerism, recruitment of new or additional Board members, etc.

Requirements for the position are:

- A strong commitment to the enhancement of public education in our community, linked with a strong commitment to establish a well funded and operated education foundation for our local schools
- A willingness to act as a mentor and advisor to the **SCHOOL FUEL** Board or Directors, on an as needed basis
- A willingness to meet with and enlist the support of community leaders, local businesses, City of Novato representatives, other community based groups, etc.
- A willingness to participate actively in fundraising activities, particularly at this crucial time of **SCHOOL FUEL** becoming established.
- A willingness to speak on behalf of **SCHOOL FUEL**, to serve in the role of ambassador to the community, providing information about the foundation's progress and activities, and building personal relationships for the benefit of **SCHOOL FUEL**
- Enthusiasm, energy, and a desire to contribute talents/expertise as needed.

In addition, expertise and/or connections in ONE OR MORE of the following critical areas to the Board's success is highly desirable:

- Legal
- Financial
- Fundraising
- Promotion/Advertising/Communications

Prior non-profit board experience, or experience working with non-profits, is also very desirable.

We are seeking individuals with the highest integrity and a strong and active connection to the community of Novato. If you are interested in applying for an Advisory Council member position, please fill out the attached Volunteer Application, or visit our website at [www.novatoschoolfuel.org](http://www.novatoschoolfuel.org) and download the Volunteer Application PDF file.

***Thank you, in advance, for your commitment  
to public education in Novato.***