



CENTRAL TEXAS - BALCONES

CHAPTER ADVISORY COUNCIL

Established in January 2009, the **USGBC Central Texas – Balcones Chapter Advisory Council** serves as a think tank resource, advising the Board on an as-needed basis on matters relating to strategic and sensitive/political issues, advocacy, marketing, communications and development activities. The Council consists of leaders and influencers in Central Texas, primarily involved with the green building and sustainability movements. Council Members are invited by the Chapter Board to participate. The Council's goal is to have a high level group of informed and connected individuals who assist the Chapter in raising the funds and awareness necessary to achieve its mission and goals.

Purpose of the Advisory Council:

- Add credibility to the Chapter and raise its profile with community leaders and potential donors
- Enhance depth of knowledge at leadership level
- Provide guidance on an ad-hoc basis, particularly on aspects related to their particular profession or area of expertise
- Increase community networking
- Undertake additional services on an in-kind basis.

Organizational Structure of the Advisory Council:

- The Council is an advisory committee as stated in Chapter Bylaws 7.13.09 Section 7.2 Ad Hoc and Advisory Committees
- Council members are appointed by the Chapter Board of Directors
- The Council is coordinated by the Board's immediate past chair unless the past-chair declines the position then a liaison will be designated by the Board
- The Council is limited to 15 individuals at any one time
- Additional members may be appointed at any time to replace outgoing members; those replacing outgoing members mid-term will be expected to fulfill the term of the member they are replacing
- Members are invited to join the Council for a one-year term (Jan.-Dec.)
- Each member of the Council will be evaluated by the Board annually and may be invited to serve again. The Board will notify members after the Dec. Board meeting each year if they are to be invited back or not. There is no term limit for a Council member
- The Board sets the Agenda for the Council, but the Executive Director may communicate with Council members on an as-needed basis. However, the Advisory Council may not be directed by the Executive Director unless approved by the Board to do so
- A budget is not required for the Council.

Criteria for Membership on the Advisory Council

- Members are volunteers who have served the chapter well through excellent service and leadership or have demonstrated potential value to the chapter through community leadership excellence. Other potential candidates are leaders within the chapter geographic region or potential high-profile donors or advocates, with the emphasis on regional diversity
- Categories include advocacy, industry involvement, environmental knowledge, non-profit management experience, well connected, wealthy investors, and development, marketing & communications experts
- Members are selected based on their personal credentials and may acknowledge his or her service on the Advisory Council so long as it is not in a political context
- Members must reside or operate in the Central Texas area

- Past Chapter Board leaders may be invited to sit on the Council. However, this is not an automatic appointment
- Each potential member of the Council will be asked to complete a form of intent. The form will be generated by the Executive Director. See Attachment 1
- Members may serve on Chapter committees as a leader or a member
- Membership of the Chapter is not required. However, it is encouraged
- Members may run for election to the Chapter Board. However, if elected, the member shall step down from the Council.

Roles/Duties of Advisory Council members

- Act as a think tank resource for the chapter
- Advise Board of Directors and Executive Director on strategic direction, sensitive/political issues, advocacy, fundraising, and organizational history
- Provide recommendations when requested by Board of Directors
- Assist Board of Directors with special projects or serve on ad hoc committees
- No Advisory Council member may speak on behalf of the Chapter at any time without formal written authority from the Board.

Meetings and Communications for Advisory Council

- Meetings:
 - Advisory Council members are encouraged to review the Chapter Strategic Plan and attend periodic Board of Directors meetings and other Chapter activities
 - Specific Council meetings are held on an as-needed basis (maximum of two per year), primarily to provide updates and obtain their group input; these meetings are set and conducted by the Board's immediate past chair and attended by Advisory Council members, Executive Director, and Executive Committee of Board of Directors
 - No minutes are required; actions arising will be noted by the Executive Director and followed up with the individuals involved.
- Communications:
 - Board representative (immediate past chair) keeps the Board apprised of Council's activities.
 - During the year, the Executive Director maintains communication with each member on an individual basis, providing them with updates and requesting assistance on an as-needed basis
 - Members will receive Board of Directors meeting agendas, attached documents and minutes.

Recognition of Advisory Council members in Chapter Communications

- Members are listed on the Leadership page in the About Us Section of the Chapter website, together with a photograph and short bio.

Attachment 1



CENTRAL TEXAS - BALCONES

New Advisory Council Member Form

Name: _____

Current Address: _____

Email: _____ Phone: _____

Is there someone else we should contact for reminders of meetings, etc?

Name: _____

Email and Phone #: _____

Do you want this information to remain unpublished to other Advisory Council members?

Yes: _____

No: _____

YES – I will accept the USGBC Central Texas-Balcones Chapter nomination to the Advisory Council:

(signature)

Specific areas of interest in which I'd like to be involved: _____

Other Comments: _____

Please e-mail to USGBC Central Texas-Balcones Chapter: jbaxterlynn@usgbc-centraltexas.org

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