



# CHAPTER 10

## “SELECTING YOUR BUILDING SUPERVISORS”

### DEVELOPING YOUR LOCAL ADVISORY COUNCIL

#### GOALS OF THE SECTION

- ✿ To gain a working knowledge of chapter advisory council responsibilities and positions.
- ✿ To define the roles and tasks of advisory council members.
- ✿ To understand the transfer of responsibilities from development team to chapter advisory council.

*Here is a trustworthy saying:  
“If anyone sets his heart on  
being an overseer, he desires a  
noble task.”*

*—1 Timothy 3:1*

## DEVELOPING YOUR LOCAL ADVISORY COUNCIL

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The chapter development team is responsible for putting the pieces of the chapter in place and will oversee the activities of development up to the point when a chapter advisory council is elected and the chapter agreement is signed. A chapter advisory council is first selected by the development team to replace itself.

### *Basic Responsibilities of the Advisory Council*

The chapter advisory council has responsibility to see that the mission of the NWC chapter is faithfully fulfilled. This responsibility includes:

- Holding the staff and volunteers accountable for performance standards that lead to reliable service to crime victims.
- Providing funding for the chapter.
- Maintaining Christ-centeredness.
- Expanding the impact of the chapter through public awareness and volunteer recruitment.

Cited in *Managing the Nonprofit Organization*, by Peter F. Drucker, Rev. David Hubbard, former president of Fuller Theological Seminary, puts it this way:

“Council members are governors. When they sit around the table and vote their ‘I so move,’ they govern the institution. Council members are sponsors, and here we get to their role

in giving money and raising money. They are ambassadors—interpreting the mission of the institution, defending it when it’s under pressure, representing it in their constituencies and communities. Finally, they are consultants; almost every trustee will have some professional skill which would be expensive if you had to buy it. Governor, sponsor, ambassador, and consultant would be the four major roles.”

As advisors to the NWC chapter, the advisory council determines the budget in cooperation with the program director, makes recommendations in regards to candidates for the position of program director, advises the program director in regards to his/her performance, and reviews services rendered to crime victims in consultation with the national office.

As sponsors, the advisory council members are asked to seek funding for the chapter from associations in their community and to give personally. It is expected that advisory council members make a financial commitment to the NWC chapter.

As ambassadors, advisory council members should be ready to represent the chapter at every opportunity in their church and community.

As advisors and volunteers, advisory council members should freely assist the program director and chapter according to

their gifts and abilities in performance of specific assigned tasks.

We would add another advisory board function to Hubbard's. The chapter advisory council is the conscience of the chapter. For this reason advisory council members must be most attentive to centering the chapter on God through Jesus Christ.

In addition, NWC has these specific requirements of advisory council members:

- Statement of Faith. All advisory council members must agree with the Statement of Faith.
- Support chapter program director. This would include: (1) regular availability of all council members to the program director; (2) regular attendance at advisory council meetings; (3) commitment to pray with and for the program director and the ministry.
- Support and promote national ministry. Review national materials and work cooperatively with national efforts.

## POSITION DESCRIPTIONS

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Advisory council members require clear assignments to know what is truly expected of them. For this reason the following advisory council position descriptions have been developed with much care and forethought. Your chapter may want to revise these or add other advisory council responsibilities. The position descriptions are separated on the following pages so that you can copy them for the use of the prospective candidates.



## NWC ADVISORY COUNCIL CHAIR—POSITION DESCRIPTION

The chapter advisory council chair is the leader of the advisory council in setting the agenda for the council's activities and also its servant in seeing that the council's will is faithfully carried out. The chair is often required to represent the advisory council's will when approving or disapproving an action proposed by the program director and bears the responsibility for outcomes from the decision. The chair is the day-to-day consultant to the program director and reviews the performance of the program director annually in conjunction with the program director's supervisor. Finally, the chair is responsible for holding the advisory council members accountable for the positions in which they serve.

Responsibilities include, but are not limited to, the following:

1. Presides at all advisory council meetings (held monthly for the first year).
  - a. Meets with the program director one/two weeks prior to the advisory council meeting to plan the agenda.
  - b. Contacts committee leadership for progress reports prior to each advisory council meeting.
2. Appoints standing and special committees of the advisory council.
3. Signs all training and award certificates and letters of a non-contractual nature on behalf of local chapter of Neighbors Who Care.
4. Meets with or speaks by telephone with the program director at least monthly for planning, prayer, and fellowship.
5. Collaborates with the program director to develop an annual report of the chapter by July 31 of each new fiscal year.
6. Serves as *ex officio* member of all standing committees.
7. Shares the following responsibilities with the vice chair, secretary, and treasurer:
  - a. Recommends program director candidates to the national NWC office for review and approval.
  - b. Approves individuals to fill unexpired advisory council terms.
8. Establishes direct communication with the NWC national staff regarding necessary operational issues.
9. Performs any additional responsibilities as may be directed by the advisory council.

## NWC ADVISORY COUNCIL VICE CHAIR—POSITION DESCRIPTION

The advisory council vice chair shall perform the duties and exercise the powers of the advisory council chair during the chair's absence or unavailability. Responsibilities include, but are not limited to, the following:

1. Chairs one of the major standing committees of the advisory council such as fund development, outreach, or leadership, or serves as prayer coordinator.
2. Performs any additional responsibilities as may be directed by the advisory council.

## NWC ADVISORY COUNCIL SECRETARY/TREASURER—POSITION DESCRIPTION

The advisory council secretary performs all duties of the office of secretary. Responsibilities include, but are not limited to, the following:

1. Keeps minutes of all meetings of the advisory council and distributes typed minutes at least two weeks after each council meeting.
2. Gives notice of upcoming advisory council meetings to all members at least two weeks before scheduled advisory council meetings.
3. Prepares special correspondence of the advisory council.
4. Shares the following responsibilities with the chairman and the treasurer:
  - a. Approves individuals to fill unexpired advisory council terms.
5. Develops and maintains an accounting procedure for local funds.
6. On a monthly basis reviews the budget and the income reports provided by the national office.
7. Prepares a financial statement for approval at the regularly scheduled advisory council meetings.
8. Assumes other duties as may be requested by the advisory council, including
  - a. Serves all official notices of the chapter.
  - b. Keeps such papers and books as the advisory council shall direct.

## NWC FUND DEVELOPMENT COMMITTEE CHAIR—POSITION DESCRIPTION

Continuing on the work of the development team, develops and oversees a comprehensive fund-raising effort that will give the Neighbors Who Care chapter a solid financial base for its ministry now and in the future. Responsibilities include, but are not limited to, the following:

1. Establishes committee of program director and no fewer than four advisory council members or other designated and advisory council-approved individuals, at least one assigned to each of the following areas: church giving, individual donations, business donations, and grant giving.
2. Develops an annual fund development plan and goals for each of the four areas of giving and donations in cooperation with the program director.
3. Oversees the following annual campaigns or efforts:
  - a. At least one community-wide church campaign to solicit funds from participating and non-participating churches.
  - b. At least one effort aimed at soliciting funds from individuals throughout the community.
  - c. At least one effort to recruit financial support from businesses in the community.
  - d. At least one foundation grant proposal sent to 10 foundation prospects.

## NWC LEADERSHIP COMMITTEE CHAIR—POSITION DESCRIPTION

The chair of the leadership committee will identify and orient individuals with specific gifts from participating churches for clearly defined responsibilities on the staff or advisory council of the Neighbors Who Care chapter. Responsibilities include, but are not limited to, the following:

1. Forms a leadership committee of two to three advisory council members to assist with the following responsibilities.
2. Identifies these leadership needs at Neighbors Who Care:
  - a. Chapter advisory council.
  - b. Staff.
3. Solicits advisory council and staff nominations from participating churches as necessary.
4. Arranges and conducts advisory council orientation meetings for prospective advisory council and staff members quarterly or as necessary.
5. Collaborates with the program director in training new advisory council members for their specific responsibilities.
6. Recommends interested candidates for the advisory council to the advisory council for approval.

## NWC OUTREACH COMMITTEE CHAIR—POSITION DESCRIPTION

The chair of the outreach committee will oversee a public relations effort designed to develop awareness of Neighbors Who Care within church congregations and the larger community. Responsibilities include, but are not limited to, the following:

1. Establishes a committee of the program director and no fewer than three advisory council members or other council-approved individuals to provide outreach to the church and news media, and through publications.
2. Delegates specific responsibilities to outreach committee members and oversees their public relations efforts.
3. Designates a coordinator for each special event or project.
4. Works with the leadership committee in identifying individuals to assist the outreach committee members.
5. Assists the program director in developing and maintaining strong relationships with pastors of participating churches through meetings, phone calls, events, and so forth.
6. Assists the program director in visiting pastors of non-participating churches to introduce them to NWC and conducting NWC presentations.
7. Performs any other responsibilities as directed by the advisory council.

## NWC PRAYER COORDINATOR—POSITION DESCRIPTION

The prayer coordinator (see Chapter 3 for more information) serves to organize and coordinate a prayer network effort to undergird, encourage, and support the local NWC chapter and the people it touches. Responsibilities include, but are not limited to, the following:

1. Continuing with the work of the development team's prayer network, implements and furthers ongoing system for identifying prayer concerns and informing the network of ministry needs. This can be accomplished through phone calls, prayer chains, prayer letter, etc.
2. Recruits additional prayer network members from volunteers, advisory council members, victims, members of participating church congregations, and others who are interested. (A prayer network can be two or more individuals.)
3. Personally prays regularly for NWC requests.
4. Organizes prayer seminars when needed to encourage the prayer network.
5. Reports prayer concerns and answered prayers to team members regularly.
6. Reports to local chapter advisory council regularly on the prayer team efforts.

## RECRUITING ADVISORY COUNCIL MEMBERS

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It should be your aim to recruit chapter advisory council members who are representatives of law enforcement, victim services, the business community, and churches. This strategy provides you with liaison to the sectors of the community most important to the chapter for referral, financial, and volunteer support. Within those groups, it is usually possible to find those who also have ministry, fund development, financial management, and public affairs experience who may fill specific roles on your chapter advisory council.

[You may want to use the sample letter to prospective development team members (Chapter 2, page 4) as something that could be adapted to send a prospective advisory council member.]

### *Where to Look*

Ask pastors for recommendations. Ask initial advisory council members for names of others they might recommend. Seek persons from major supporting churches. Ask law enforcement and victims services if they have suggestions of employees who might want to serve on the advisory council.

### *Whom to Look for and What to Ask Them*

- Remember—this is a working advisory council—not a council of reference. There is no point in recruiting people already over-committed who cannot spend a lot of time on NWC; on the other hand, remember that busy people get things done. When you meet with people you are interested in, ask them about their commitments and how much time they think they could spare for the position you have in mind for them. Ask them what they would do in the position you are projecting they might fill.
- You want people of stature in their churches or the community who are not afraid to roll up their sleeves and get the work of the advisory council accomplished. Ask them about offices they hold in other organizations or in their churches and what they feel their accomplishments have been.
- It is important to seek the diversity of the community to be served. Ask prospective advisory council members about the range of contacts and relationships they would bring to the chapter advisory council.
- Give them the job description, chapter agreement and statement of faith and go over the materials with them so that they fully understand what is being asked of them.
- Confirm the invitation to serve on the advisory council through letter or phone call once the development team or advisory council has voted on the individual.
- NOTE: Once your advisory council is formed the leadership committee chair should take on the responsibility for recruiting and presenting new candidates for advisory council membership to the advisory council for a vote.



*Provide Orientation*

If the individual has not served on the development team, it is important to provide orientation to the NWC program and to the new advisory council. The leadership committee chair should conduct advisory council orientation meetings.