



## Job Description for Advisory Council

<b>Committee:</b>	<b>Advisory Council</b>	<b>Type:</b>	<b>Standing</b>
<b>Board Membership:</b>	<b>Members elected by the 5 Advisory Committees</b>	<b>Chaired by:</b>	<b>Low-income Representative</b>
<b>Staff Members:</b>	<b>2</b>	<b>Committee Lead:</b>	<b>Community Relations Director</b>
<b>Reviewed/Revised:</b>	<b>August 2023</b>	<b>Board Approved:</b>	<b>August 17, 2023</b>

**The Council informs the Board of Directors about issues and needs in the low-income community. Make recommendations on the impact of programs and services offered by Panhandle Community Services. Promote Panhandle Community Services in the services area.**

<b>Area</b>	<b>Responsibility</b>
<b>1. Administration</b>	<ul style="list-style-type: none"> <li>The Council meets quarterly to discuss the gaps in services needed to meet the needs of the low-income in the PCS service area.</li> <li>A low-income PCS Board of Directors representative will chair the Council.</li> <li>The Community Relations Director will serve as the staff lead.</li> <li>The Council will comprise two individuals elected from each Advisory Committee and a Communication Specialist elected by the Advisory Committees.</li> <li>The Council will organize and operate under Roberts Rules of Order.</li> </ul>
<b>2. Duties</b>	<ul style="list-style-type: none"> <li>The Council will review current PCS programs and their effectiveness in the low-income community and make recommendations to the Board of Directors.</li> <li>The Council will assist in compiling information for the agency-wide scorecard.</li> <li>The Council will attend the annual Bridge Builders Luncheon and speak to the unmet needs in their communities.</li> <li>The Council will assist in the Community Needs Assessment every three years.</li> <li>Council members will be granted 2, 4, and 6-year terms.</li> <li>Review new grant applications for compliance with PCS’s Mission, Vision, and Values.</li> </ul>
<b>3. Strategic Focus</b>	<ul style="list-style-type: none"> <li>Advocate for and educate the communities about meaningful change for low-income people.</li> <li>Ensure the programs operated at PCS meet the agency’s Mission, Vision, and Values.</li> <li>Ensure the Agency is on track with Organizational and Pathways Standards.</li> <li>Ensure the goals of programs are aligned with the Strategic Plan.</li> </ul>

