

Advisory Council Members

Approved:	Advisory Council, June 25, 2007
Replaces Policies:	Job Description for Council Members: Approved August 21, 2004 Procedure for Nominating New Council Members: Approved August 17, 2002 Council Member Qualifications and Job Description: Month dd, Year, Council Development: Approved August 26, 2000 Learner Representative on the Council: Approved July 19, 2004
To Be Reviewed:	August, 2011
Program Participants:	Volunteers, Advisory Council
Copies To:	LV-DAC policy Manual, Nominating Committee, Prospective Council Members, DACC-ABE Division Dean

The LV-DAC Advisory Council is responsible for securing the resources - volunteer, financial, and community - necessary to allow LV-DAC to effectively pursue its literacy mission and support the work of tutors and learners in the program. Members of the Advisory Council are responsible for developing program policies, procedures, and regulations, as well as monitoring financial performance and LV-DAC programs. Members of the Advisory Council report to the Council President.

Qualifications of a Council Members

To be eligible for membership on the Advisory Council, a prospective member must have the following qualifications:

1. A resident of Doña Ana County.
2. Demonstrate interest in and commitment to Council service by completing the Council Member Application Packet, signing the Council Commitment Letter and Conflict of Interest Statement, and attending New Council Member Orientation.
3. Have a willingness to support activities of a working Council which includes council meetings and council functions such as committee meetings, social events and trainings.
4. Be willing to make a serious, long-range commitment to the cause of literacy.



Nominating New Council Members

Literacy Volunteers of Doña Ana County desires to maintain an active, committed Advisory Council. It is the policy of LV-DAC that the Advisory Council is representative of the population of the communities it serves.

The Council seeks to ensure that nominees to the Council are fully apprized of the expected level of commitment. Additionally, all current Council members need to be informed of the Nominating Committee's progress as vacancies are filled. To this end, the following procedure is adopted.

1. At any time, current Council members may submit the names of potential Council members to either a member of the Nominating Committee or the Literacy Services Coordinator. Both parties will be made aware of said names.
2. A member of the Nominating Committee or the Literacy Services Coordinator will contact the potential nominee and set up an informational interview (either in person or over the phone).
3. The informational interview is a time to introduce the potential nominee to LV-DAC and to get a sense of the person's level of interest and commitment to the organization. If the person is interested, his or her name will be submitted at the next meeting of the Nominating Committee. The Nominating Committee will maintain the list of interested nominees until there is a vacancy on the Council.
4. In the case of a vacancy, the Nominating Committee will present the name(s) of the nominee(s) at the next meeting of the Council. The Council will determine if it wishes to appoint the nominee(s) to fill a vacancy. Once the Council approves a nominee, she or he will be invited to begin attending and serving at the following meeting of the Council.
5. For nominees who will be elected to the Council, the Nominating Committee will present its prospective member to the Council. If the Council approves the nominee will begin serving on the Council immediately following their election.

Duties of Council Members

To insure that the Literacy Volunteers mission is carried out, all Council members are to actively participate in the proceedings of the Council and its committees, participate in annual training and other activities that maintain the high quality of service and further the cause of literacy through this affiliate. Council members are to:

1. Understand the goals, policies, and programs of the organization.
2. Attend Council meetings and participate in the policy-making decisions of the Council.



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3. Participate actively on one or more of the Council's committees suited to a member's interests and skills and to provide assistance on an individual basis to the organization's staff in areas of personal expertise.
4. Foster the organization's approach to solving the problem of illiteracy in other spheres of influence where members have leadership responsibilities.

Time Expectations

1. Term of office: 3 years.
2. Attend regularly scheduled Council meetings, held quarterly. A Council Member who has two consecutive unexcused absences or three consecutive excused absences will be asked to resign from the Council.
3. Participate actively in one or more committees of the Council.
4. Attend scheduled Council retreats, planning meetings, workshops, or other Council development activities.
5. Attend, support, and participate in special events.

Responsibilities

1. Fully support the mission of Literacy Volunteers of Doña Ana County.
2. Help to establish program policies.
3. Make an annual financial contribution within one's means to the program. This is optional for the Learner Representative.
4. Help monitor LV-DAC's financial performance.
5. Help develop and monitor short and long-range planning goals.
6. Represent LV-DAC to the public and private sectors and advocate for the agency.
7. Offer personal and professional expertise to support the mission of LV-DAC.

Council Development

The Advisory Council of LV-DAC desires to establish and maintain a representative, knowledgeable, well-prepared, and active Council. To this end, the Council seeks to insure that there is broad community-based representation in its membership; that all members are committed to insuring the quality delivery of literacy services within Doña Ana County through its planning and in-service; through active participation in all aspects of Council service, including regular attendance at scheduled and specially-called meetings of the Council; and service on at least one of the Council's committees.

Learner Representative on the Council

Literacy Volunteers of Doña Ana County has one position on the Advisory Council for a Learner Representative. The Learner Representative is a full, active member of the Council.



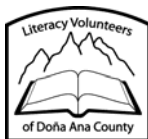
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A Learner Representative needs to:

1. Be registered in LV-DAC for at least six months before becoming the Learner Representative.
2. Be able and willing to attend LV-DAC Council meetings and activities for a one-year term.
3. Be willing to share their ideas about the program with LV-DAC Council and staff.
4. Ask the Council Mentor or LV-DAC staff if she or he does not understand something.

The Council will help the Learner Representative by assigning a Council Mentor. The Mentor will be an experienced Council Member who will sit next to the Learner Representative at meetings, help to read or translate Council papers if needed, and answer the learner's questions.



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