

Guidelines for ADVISORY COUNCILS

to Projects of the UTAH PARENT CENTER and the UPC Board of Directors

Advisory Councils for projects of the Utah Parent Center (UPC) and the UPC Board of Directors may be established in accordance with the following guidelines pursuant to Article VII, Section 7.3 of the Bylaws:

COUNCIL RESPONSIBILITIES

- The Council is to serve in an advisory capacity to the following:
 - Project Staff
 - UPC Administration
 - UPC Board of Directors
 - Project funding source through the Staff → to Administration → to UPC Board of Directors.
- They provide unique expertise and advice.
- They are responsible to:
 - Receive training and information regarding the mission, purpose, and goals of the UPC under the Strategic Plan.
 - Ensure that project goals, objectives, and activities contribute to the mission and purpose of the UPC.
 - Serve as “ambassadors” for the project and UPC to agencies, organizations and the community.
 - Schedule and hold meetings.
 - Keep minutes of all meetings and provide copies to the Board.
 - Review project materials.
 - Receive reports on use of project funds.
 - Assist with establishing priorities and planning activities.
 - Monitor project accomplishments to ensure all project goals and objectives are met.
 - Review and analyze evaluation data concerning the implementation (Are we doing what we said we’d do?), effectiveness (How well are we doing what we said we’d do?), and impact (Is what we are doing making a difference?) of project activities.

- Councils shall not make policies but may suggest policy (new, changes to existing policies) to the Board.
- Councils are not required to initiate or conduct fundraising activities for projects. However they may:
 - Identify possible funding sources.
 - Brainstorm ideas for fundraising activities and/or events and forward them to the Board through the Council Chairperson/Liaison to the Board.

MEMBERSHIP

- The size and membership of the Council shall be determined by the needs of the project for representation and unique expertise. However, the size should be adequate to provide needed expertise, to generate ideas, solutions, and recommendations.
- Parent majority is desirable but is not required.

LEADERSHIP

- The Council shall be chaired by a member of the Council - not by project/UPC staff.

REPORTING TO THE BOARD

- A member of the Council will serve as a liaison between the Council and the UPC Board of Directors.
- The Chairperson will ensure that minutes of all Advisory Council meetings are provided to the Board.
- Each project will make an annual presentation at a Board meeting. These will be scheduled by the Executive Committee in cooperation with the Chairperson and Liaison from the Council. Project staff and Council members will be invited to attend and assist with the presentation, highlighting accomplishments, concerns, needs, and issues.

First updated and discussed January 19, 2006.

Second update February 23, 2006

Motion and vote of approval at the February 23, 2006 meeting of the UPC Board of Directors.

Rebranded 10/2014 Minor Typographical corrections 9/2016