



## Advisory Board Responsibilities

### Purpose

Advisory Board members contribute to the Look, Listen and Learn (LL+L) mission: to inspire and advance early learning in young children of color by offering a locally-produced television show and related programming that is anchored in research to promote school readiness and success. LL+L is an equal opportunity organization and encourages people of color and those who are committed to forwarding racial justice to join us.

Look, Listen and Learn advisory members do not have fiduciary (legal) responsibilities on behalf of the organization. Building Changes is the official fiscal sponsor of Look, Listen and Learn and handles all aspects of fiscal accountability for Look, Listen and Learn.

Advisory Board members provided advice for Look, Listen and Learn's strategic and sustainable advancement.

### Advisory and Outreach Board Overview

Responsive to law and generally accepted best practices for nonprofit Advisory Boards, the duties and responsibilities include:

1. **Determining the organization's mission and purpose.** It is the Advisory Board's responsibility to create and review a statement of mission and purpose that clearly articulates the organization's goals, means, and primary constituents served.
2. **Enhancing the organization's public standing.** Advisory members will consistently and clearly articulate the organization's mission, accomplishments, and goals to the public in order to garner and maximize support from the community.
3. **Generating a strategic plan.** Advisory members will actively participate in the overall planning process to generate an action plan, timeline, plan implementation, monitoring, and evaluation of the plan.
4. **Contributing to financial resources.** Advisory members contribute to and secure adequate resources for the organization to fulfill its mission and sustainability.



5. **Attending and contributing to bi-monthly meetings.** Members attend full advisory board meetings and serve on a subcommittee. The full advisory board member meetings rotate monthly with the subcommittee meetings.
6. **Recruiting for a sustainable and competent Board.** Advisory members will articulate prerequisites for advisory member candidates, orient new members, and periodically and comprehensively evaluate its own performance.
7. **Advising on legal and ethical integrity.** Advisory members are asked to review various documents for LL+L for adherence to legal standards and ethical norms.
8. **Protecting assets and providing proper financial oversight.** Advisory members will assist in developing the annual budget and ensure that proper financial controls are in place (when LL+L becomes a (501C(3) and we do not have a fiscal sponsor).

### Specific Time Commitment and Responsibilities<sup>1</sup>

- Be an ambassador and authentically represent LL+L's mission and values with integrity to the community; actively participate in the development and implementation of LL+L's outreach strategies for a two-year term.
- Attend bi-monthly Advisory Board or subcommittee (1-½ - 2 hours) meetings and one full day retreat annually.
- Chair and/or serve on either the Impact or Development Subcommittees.
- Make a personal self-determined financial contribution to the Operating Budget annually. This self-determined amount can be given in full, by yourself, or in collaboration with family and friends.
- Cultivate and steward prospective donors; Introduce 1-2 individuals, foundations, businesses, or civic groups to LL+L to solicit financial contribution/sponsorship towards production
- Recommend potential advisory board candidates at the close of your term.
- Actively assist with LL+L's special events (secure volunteer(s), in-kind services, materials, or goods for auction/fundraiser).
- Advise on production elements, including; reviewing script topics, supporting adult and child talent recommendations, location scouting, staffing, etc.
- Actively promote LL+L in the community to family, friends, and colleagues.

---

<sup>1</sup> 2020 November