



Fort Cavazos Family Scholarship Fund

PO BOX 5299 Fort Cavazos, TX 76544

www.fortcavazos scholarship.org

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Advisory Committee Chair

The Board is seeking a dynamic and community-engaged leader to assume the role of Advisory Committee Chair. The ideal candidate will be actively involved in the Fort Cavazos community, possess experience in non-profit board governance, excel in member recruitment, and demonstrate proficiency in planning and facilitating membership meetings. The Advisory Committee Chair holds a full voting position with an average expected time commitment of 3-5 hours from June to March; with an increase to 10-15 hours for April & May.

Advisory Committee Chair Responsibilities:

Board Membership and Representation:

- Serve on the Executive Board.
- Advocate for and represent the needs and guidance of the Advisory Committee within the Executive Board.
- Exercise voting rights as a full participant of the Executive Board.
- Provide report on all activities within the scope of responsibility during Executive Board meetings.
- Act an advocate for The Fund in various meetings and discussions.

Advisory Committee Leadership:

- Plan, organize, and preside over all Advisory Committee meetings.
- Appoint a Secretary from the Committee to accurately record minutes during meetings, providing copies to The Fund Secretary.
- Present a comprehensive list of Advisory Committee members to the Executive Board on a quarterly basis.
- Encourage committee members to present ideas, concerns and requests.

Advisory Committee Members Responsibilities:

- Present ideas, concerns, and requests from their respective organizations.
- Maintain an updated list of contacts for their specific areas of oversight.
- Facilitate committee assignments as needed.
- Vote to appoint an Advisory Committee Chair

Qualifications:

- Active involvement in Fort Cavazos and the surrounding community.
- Experience in non-profit board governance.
- Exceptional leadership and communication skills.
- Ability to recruit and engage committee members effectively.
- Commitment to the organization's mission and values.

The Advisory Committee Chair plays a pivotal role in the overall success for the Fund by advocating in various forums, demonstrating a commitment to advancing the organization's mission. Through strategic leadership and facilitation of the Chair strengthens the Advisory Committee's impact, contributing to the overall success and positive community influence of the Fund.

Note: This position is open to Department of Defense personnel (active duty, retired, civilians) and their family members. Board members may not apply or have any family member apply for scholarships during their term on the board.