

Family Advisory Committee Job Description

Position:	Advisory Committee Member
Time Commitment:	4-5 hours a month plus participation on a minimum of 1 special project or working group during your term.
Term:	A minimum term of 1 year to a maximum of 3 years

Requirements

A Committee member must be:

- A parent of caregiver of a youth currently or has been 12-24 years of age
- Residing in Squamish or surrounding area (Squamish Lillooet Regional District Area D)

As a Family Advisory Committee member you will:

- be an advocate and champion for Foundry Squamish;
- regularly participate in monthly meetings, correspondence, and special projects to support Foundry Squamish and local youth services;
- bring your ideas, experiences, and diverse thoughts to the table to build a holistic perspective that powers Foundry Squamish's youth-centric model;
- make serious commitment to participate actively in committee work;
- stays informed about committee matters and prepares well for meetings by reviewing meeting minutes, agendas and any corresponding reports or materials;
- get to know other committee members and build a collegial working relationship that contributes to consensus; and
- adhere to our guide to working well together and be open to diverse opinions and thought from other committee members.

Family Advisory Committee Job Description

Position:	Chair and Co-Chair
Time Commitment:	4-5 hours a month plus participation on a minimum of 1 special project or working group during your term.
Term:	A minimum term of 1 year to a maximum of 3 years

Requirements

A Committee member must be:

- A parent of caregiver of a youth currently or has been 12-24 years of age
- Residing in Squamish or surrounding area (Squamish Lillooet Regional District Area D)

As a Family Advisory Committee member you will:

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Responsibilities of the Chair/Co-Chair

1. To chair all meetings of the Family Advisory Committee (training/support provided by SSCS).
2. To review and set agenda with assistance of SSCS in advance of each meeting.
3. To motivate individual members and recognize each member's contribution to the Committee.
4. To delegate appropriate tasks or responsibilities to individual committee members.
5. To represent the Family Advisory Committee at any social events or other meetings where the Family Advisory Committee is required.

Family Advisory Committee Job Description

Position:	Vice Chair
Time Commitment:	4-5 hours a month plus participation on a minimum of 1 special project or working group during your term.
Term:	A minimum term of 1 year to a maximum of 3 years

Requirements

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- stays informed about committee matters and prepares well for meetings by reviewing meeting minutes, agendas and any corresponding reports or materials;
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Responsibilities of the Vice Chair

1. Assume all responsibilities for the Committee Chair or Co-Chairs in their absence.
2. Oversee all work of the Committee and foster a positive line of communication with Committee members.
3. Confirm the attendance of Committee members at their respective meetings and note regrets in consultation with the Committee Chair or Co-Chairs and staff liaison.

Family Advisory Committee Job Description

Position:	Secretary
Time Commitment:	4-5 hours a month plus participation on a minimum of 1 special project or working group during your term.
Term:	A minimum term of 1 year to a maximum of 3 years

Requirements

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As a Family Advisory Committee member you will:

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Responsibilities of the Secretary

1. Take minutes for all committee meetings and email to SSCS staff.
2. To ensure Committee meeting summaries are clear and concise.
3. To mark the attendance of Committee members at all meetings.
4. To mark the attendance of Committee members at all events.
5. To advise SSCS staff of any committee members that have missed three meetings.