



# PEOPLE FIRST TN ADVISORY COUNCIL ROLES AND RESPONSIBILITIES



## WHAT THE COUNCIL DOES

- The People First TN Advisory Council will meet bi-monthly.
- At least two meetings each year will be face-to-face. Other meetings will be by conference call and/or WebEx.
- People First Advisory Council members will be reimbursed for mileage to attend the meetings.
- Additional conference calls may be scheduled as needed to perform the work of the Council.

## INDIVIDUAL COUNCIL ROLES

### THE CHAIR

- Oversees the People First Advisory Council.
- Responsible for planning the agenda for each Advisory Council meeting.
- Will lead Advisory Council meetings.
- Will lead the development of the Advisory Council strategic plan.
- Will ensure the Advisory Council fulfills the strategic plan.

### THE VICE CHAIR

- Supports the People First Advisory Council Chair in fulfilling his/her duties.
- Serves as a backup to the Chair when he/she is unavailable.

### REGIONAL REPRESENTATIVES

- Responsible for communicating People First TN updates within their region
- Represent People First TN at events
- Promote People First TN within their region
- Works with local People First chapters in their region

### AT-LARGE REPRESENTATIVES

- Represent People First TN membership at the Advisory Council meetings
- Promote People First TN in their region

### ALL ADVISORY COUNCIL MEMBERS

- Actively recruit People First TN members
- Participate in Advisory Council meetings
- Complete tasks related to the work of the Advisory Council and People First TN

## COUNCIL TERMS

- Each position on the Advisory Council is a two-year term.
- When the Chair has completed his/her term, he/she will automatically move to the role of Past Chair and retain a seat on the Advisory Council for two (2) more years.
- There is a six (6) year term limit for Advisory Council members.
- Exceptions may be made for people moving into leadership positions (Chair, Vice Chair) from other positions.
- Terms will begin July 1, 2018.

**STAY CONNECTED. BECOME A POWERFUL VOICE.  
YOU CAN MAKE A DIFFERENCE.**