



## **MT WBC Advisory Board Member Position Description**

**Position Title:** Member of the Montana Women's Business Center Advisory Board

**Length of Term:** Two year term with the ability to extend each year

**Reports To:** Entire Advisory Board and Director of the Montana Women's Business Center

The Montana Women's Business Center (WBC) is a program of Prospera Business Network and is partially funded by the U.S. Small Business Administration. Established in October 2009, the Montana WBC is one of over 100 business centers across the country. We provide the necessary tools and support to help women establish, grow and sustain businesses throughout the state of Montana.

The Montana WBC is focused on providing confidential business counseling and training services to women entrepreneurs and is a critical resource to those who are economically or socially disadvantaged.

The Montana WBC gives women the opportunity to excel in business and contributes to the growth of economies throughout the state.

### **Advisory Board Requirements:**

- Must be an active Prospera member at time of application and throughout term;
- Attend monthly advisory board meetings (see schedule and time below);
- Agree to fundraise on behalf of the Women's Business Center:
  - Each committee member goal is to get or give \$2,500 through membership, cash sponsorships, in-kind sponsorships or donations;
- Strictly adhere to conflict of interest and confidentiality policies.

### **Advisory Board responsibilities:**

- Assist the staff in determining how the organization will carry out its mission through long and short-range planning;
- Meet and mentor WBC clients, agree to meet with them and help them take their businesses to the next level;
- Understand and promote the organization's mission;
- Be familiar with the organization's programs, policies, and operations;
- Partake in fundraising activities and special events;
- Participate in special projects and serve on sub-committees as needed;
- Post on social media 2x per month about upcoming WBC success stories, scholarships, trainings, and events.

### **Time Demands (approximate):**

- Attend and actively participate in at least 75% of advisory board meetings (11 monthly advisory board meetings on Friday mornings typically from 9-10am:
  - Fridays at 9am – location rotates
  - January 17 – review WBC Advisory Board applications
  - February 21 – 2 hour meeting to interview top 5 WBC Advisory Board Applicants and review WOB Tour proposals
  - March 13 – 2 hour meeting to review WBC Impact Grant Applications

April 10 – Training space and capital campaign discussion  
Wed, April 15 - 2 hour shark pitch contest for top 5 WBC Impact Grant candidates from 3-5pm  
May 15 – Discuss fundraising efforts for Sip + Chip and Prosperity Party – please bring pledges and prospects to this meeting  
June 19 – Discuss Sip + Chip, Check on WBC Impact Grant finalists  
July 17 – Choose WBC Prosperity Party Honorary Chair, WBC subcenter contract  
August 21 – Prep for Prosperity Party  
No meeting in September  
October 16 – Financials from fundraisers and trainings  
November 13 – plan for 2021  
December 11 – plan for 2021

- Attend and actively participate in our signature events:  
**Important 2020 Event dates:**  
**Wednesday, April 8:** Annual Member's Luncheon at the Hilton Garden Inn  
**Monday, July 13:** Sip + Chip at Riverside  
**Thursday, September 25:** 5<sup>th</sup> Annual Prosperity Party at the Emerson  
**Prospera Awards - TBD**
- Attend an annual one hour meeting with the Montana Women's Business Center Director
- Volunteer at three trainings or events throughout the year
- Post of social media about the WBC

#### **Additional Responsibilities:**

- Identify and cultivate new clients for the WBC as well as for the in-person and online trainings
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc.
- Sell tickets to fundraising events
- Recruit sponsors to fundraising events and trainings
- Identify and cultivate potential donors

#### **Additional information:**

##### **WBC Program Grant Cycle and Financial Overview**

The Montana Women's Business Center (WBC) program was established by Prospera Business Network in October 2009, after receiving an initial grant from the U.S. Small Business Administration. Federal funds for FY2019-20 are \$150,000 for a budget total of \$300,000. The one-to-one match requirements include Federal dollars matched with non-federal, program income and in-kind funds. Montana WBC operates on a Federal fiscal year, September 30, 20xx – September 29, 20xx.

***Please submit your application on [prosperamt.org](http://prosperamt.org)***

*Application Close Date: January 10, 2020.*

*Application review will be on January 17, 2020.*

*Interviews will take place from 9-11am on Friday, February 21.*

*Applicants will be notified by February 28, 2020.*