



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.

We encourage board applicants to serve on a Prospera or MT Women's Business Center committee prior to applying for a board seat to understand more about our mission and to help with fundraising.

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, training sign-ups;
- 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 9:30-10:30am:
 - Fridays at 9:30 am – Zoom or rotating location
 - January 15– review WBC Advisory Board applications

February 19 – 2 hour meeting to interview top 5 WBC Advisory Board Applicants and review WOB Tour proposals
March 12 – 2 hour meeting to review WBC Impact Grant Applications
April 16 – Training space and capital campaign discussion
May 21 – Discuss fundraising efforts for Sip + Chip and Prosperity Party – please bring pledges and prospects to this meeting
June 18 – Discuss Sip + Chip, Check on WBC Impact Grant finalists
July 16 – Choose WBC Prosperity Party Honorary Chair, WBC subcenter contract
August 20 – Prep for Prosperity Party
No meeting in September
October 15 – Financials from fundraisers and trainings
November 19 – plan for 2022
December 17 – plan for 2022

- Attend and actively participate in our signature events:
Important 2020 Event dates:
April 20: Prospera Awards Luncheon
July 26: Sip + Chip at Riverside
September 23: Annual Prosperity Party at the Emerson
- Attend an in-person one hour meeting with the Montana Women’s Business Center Program Director in June and one telephone meeting in November to discuss prospects and growth for the organization.
- 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, 2020– September 29, 2021.

Please submit your application on prosperamt.org

Application Close Date: January 11, 2021.

Application review will be on January 15, 2021.

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

Applicants will be notified by February 26, 2021.