



## **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 Thursday's during lunch hour 12-1pm  
Typically, the 3<sup>rd</sup> Thursday of the month 12-1pm  
Zoom or rotating location

January 20th

February 17th

March 10<sup>th</sup> or 24<sup>th</sup> (Still TBD)– 2 hour meeting to review WBC Impact Grant

April 21st – Training space and capital campaign discussion

May 19th – Discuss fundraising efforts for Sip + Chip and Prosperity Party – please bring pledges and prospects to this meeting

June 16th

July 21st

August 18th

No meeting in September

October 20th – Financials from fundraisers and trainings

November 19th

December 15th

- Attend and actively participate in our signature events:
  - Important 2022 Event dates:**
  - April 6:** WBC Impact Grant Pitch
  - April 26:** Prospera Ignite Luncheon
  - July: Tentative** Sip + Chip at Riverside
  - September 29:** 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

#### **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, 2021– September 29, 2022.

Prospera reserves the right to terminate board appointments for individuals displaying publicly inappropriate behavior. This includes but is not limited to: Prospera trainings and events, board meetings, and social media.

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

*Application Close Date: December 10, 2021.*

*Application review will be on December 17, 2021.*

*Interview times are TBD.*

*Applicants will be notified by January 2, 2022*