



Montana Women's  
BUSINESS CENTER

**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;
- Attend monthly advisory board meetings and appropriate committee meetings;
- 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;
- 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 (new), 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 from 9-10am:

**2019 WBC Meeting Dates (typically at Taco Del Sol downtown Bozeman)**

January 11 (At Armstrong Marketing Solutions)

February 8

March 8

April 5

May 3  
June 14  
July 12  
August 16  
No meeting in September  
October 4  
November 1  
December 6

- Attend and actively participate in our signature events:

**Important 2019 Event dates:**

Wednesday, May 8: Prospera's Annual Luncheon  
Monday, July 22: 2-5pm: 2nd Annual Sip + Chip Fundraiser  
Thursday, September 12: 4th Annual Prosperity Party  
Friday, November 8: Prospera 2019 Awards

- 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 FY2018-19 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: Friday, February 1st, 2019*

*Applications will be reviewed by the Montana Women's Business Center Advisory Board at their February 8, 2019 meeting.*