



Job Description

Position Title: East Biloxi Community Collaborative Member

Purpose: To be an active participant of the East Biloxi Community Collaborative. The Collaborative member shall participate in the strategic planning, ongoing planning, and implementation of initiatives designed to improve the lives of children and families in East Biloxi. The Collaborative Member shall be responsible for the work of the Collaborative and will be actively engaged in the development and implementation of the work plan.

- Duties:**
1. Attend full Collaborative meetings and activities.
 2. Attend and be an active participant on committees/subcommittees as assigned by Co-Chairs and Program Director.
 3. Support the Co-Chairs and Program Director with meeting logistics, agenda preparation, and shaping the specific work of the Collaborative in relation to the broad mission of the Collaborative as necessary
 4. Serve as Collaborative reporter providing information back to the full Collaborative when requested by members, committee/subcommittee chairs, and Executive Committee.
 5. Become knowledgeable about the Collaborative and the key issues facing children and families in East Biloxi.
 6. Come to full Collaborative meetings well-prepared and well-informed about issues on the agenda.
 7. Contribute to meetings by expressing own point of view.
 8. Consider others' points of view, make constructive suggestions, and help the full Collaborative make decisions that benefit those that the Collaborative serves.
 9. Represent the Collaborative to individuals, the public, and other organizations.
 10. Serve as an ambassador to East Biloxi.
 11. Assume a leadership role as needed.
 12. Support the ongoing process of recruiting new Collaborative members and community partners.



EAST BILOXI COMMUNITY COLLABORATIVE MEMBERSHIP AGREEMENT

Name: _____

Address: _____

E-mail: _____

Telephone: _____

- I would like to become a member of the East Biloxi Community Collaborative. In doing so, I understand that I am expected to attend a minimum of 6 meetings annually and actively contribute to the Collaborative. Additionally, I will receive meeting reminders, meeting minutes, and informational mailings such as notices of upcoming events, meetings, training opportunities and news alerts related to improving the lives of children and families in East Biloxi.

- I am not able to be an *active* member at this time but would be willing to serve as a SUPPORTER and would like to be added to the extended emailing list to receive notice of upcoming events, special meetings, and opportunities to volunteer.

Membership Category: Please select one:

- Youth (16-18 years of age)

- Community Membership (19 years of age and older and not affiliated with an organization)

- Organization Membership (19 years of age and older whose organization has a signed MOA)

The term of this agreement is for a period of 2 years, from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed every 2 years to ensure that it is fulfilling its purpose and to make any necessary revisions.

Permission:

Do you give permission to be identified as a member of the Collaborative (by name and/or photo) in any print, radio, or television coverage?

Yes No

Signature _____ Date _____