

## **ADVISOR**

The chief function of the advisor is to provide institutional memory and knowledge to the chair and board and to serve as a liaison between GAWN and its designated service project.

### ***Monthly Luncheon Meeting***

#### **BEFORE:**

- Prepare GAWN service project donation envelopes to be placed on the tables during the luncheon meeting. Be sure to check the registration to ensure enough envelopes are brought to the event.

#### **DURING:**

- Arrive early and place envelopes on the tables.
- Make announcement at meeting about the service project's needs, activities, and fundraising events. Encourage the membership to become involved in activities.
- Introduce the GAWN service project representative for a 1-minute promo.

#### **AFTER:**

- Collect all envelopes at the end of the meeting, count all monies, record the amount, and distribute directly to Treasurer.

### ***Monthly Board Meeting***

#### **BEFORE:**

- Prepare report showing amount collected.

#### **DURING:**

- At annual retreat, bring names of worthy new potential service projects to board for possible adoption.

#### **AFTER:**

- Submit service project updates to Web Administrator for inclusion on the website.

### ***OTHER ANCILLARY DUTIES***

- None.