

# ADVISOR

The chief function of the GAWN 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; typically the service project event is held in June.

## ***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.
- Touch base with service project speakers at meeting arrival.
- Time keeper for service project & program speaker

### **AFTER:**

- Ensure all envelopes are collected at the end of the meeting, count all monies, record the amount, and distribute directly to the service project representative.

## ***MONTHLY BOARD MEETING***

### **BEFORE:**

- Prepare a report for the board meeting with the total donated to the service project at the luncheon and also an updated YTD total.

### **DURING:**

- Present GAWN service project report of monies collected.

### **AFTER:**

- Submit service project updates to the Website Administrator for inclusion on the Philanthropy page of the GAWN website, and to the Social Media Administrator for posting on social platforms.
- Complete any action items from the board meeting.

## ***OTHER ANCILLARY DUTIES***

- Coordinate the yearly service project event for the June luncheon. Work as a liaison between the board and the service project to decide on a beneficial project and enjoyable luncheon. (Best to start planning by January).