
Role Descriptions for At The Outlet, Inc. Advisory Board Members

The following provides a general overview of the roles and responsibilities for advisory board members serving At The Outlet, Inc. Please note that these are volunteer positions, not paid roles, requiring a minimum two-year commitment. This list outlines key responsibilities and expectations but is not exhaustive, as duties may evolve to meet the organization's needs and goals. Advisory board members play a vital role in supporting our mission to inspire hope, foster creative expression, and contribute to the well-being of youth in our community.

Roles that appear vacant may be in transition due to personal or business-related issues. If you are interested in serving in one of these capacities, please complete an [inquiry form](#) to be considered for the position.

CEO and President

The CEO and President provides overall strategic vision and leadership for At The Outlet, Inc. This role involves overseeing the organization's operations, guiding program development, and ensuring alignment with the mission. Responsibilities include:

- Representing the organization in public, community, and partner engagements.
- Driving fundraising, donor relations, and strategic partnerships.
- Ensuring compliance with nonprofit laws and regulations.
- Supporting the Board in achieving goals and objectives.

Executive Director/Vice President (VP)

The Executive Director/VP supports the CEO in managing the nonprofit's day-to-day operations and provides leadership for implementing key initiatives. Responsibilities include:

- Assisting with strategic planning and program oversight.
 - Coordinating board meetings, presentations, and communication.
 - Acting as a liaison between the Board, staff, and community.
 - Overseeing volunteer recruitment and management.
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Secretary

The Secretary ensures effective communication within the Board and keeps accurate records of all meetings and decisions. Responsibilities include:

- Preparing meeting agendas and distributing minutes.
 - Maintaining organizational documents and records.
 - Ensuring adherence to nonprofit governance standards.
 - Assisting with correspondence and record-keeping.
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Security and Facilities Advisor

The Security and Facilities Advisor oversees the safety and functionality of venues, ensuring secure and suitable environments for programs and events. Responsibilities include:

- Assessing and implementing safety protocols for all facilities and activities.
 - Coordinating maintenance and facility improvements.
 - Advising on venue selection for events and programs.
 - Monitoring compliance with safety regulations.
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Advisory Board Council Member

Council Members provide insight, expertise, and mentorship to support the growth of At The Outlet, Inc. Responsibilities include:

- Offering guidance on strategic planning and organizational development.

- Supporting fundraising campaigns and advocacy efforts.
 - Sharing expertise in specific areas like arts, education, or business.
 - Attending quarterly board meetings and serving on committees.
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Community Outreach Liaison

The Community Outreach Liaison fosters relationships with local organizations, schools, and community members. Responsibilities include:

- Building partnerships to support programs and events.
 - Serving as a spokesperson for At The Outlet, Inc. at community events.
 - Identifying opportunities for community engagement.
 - Supporting marketing and promotional efforts.
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Junior Board Member

Junior Board Members represent youth perspectives and assist in program development targeted at younger audiences. Responsibilities include:

- Providing input on program ideas and implementation.
 - Serving as youth ambassadors to promote At The Outlet's mission.
 - Supporting outreach initiatives among peers and networks.
 - Assisting in planning and volunteering for events.
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Homeschool Outreach Liaison

The Homeschool Outreach Liaison bridges connections with homeschooling families and networks. Responsibilities include:

- Promoting At The Outlet's homeschool programs and events.
- Acting as a resource for homeschooling families to access the organization's offerings.

- Developing partnerships with local homeschool groups.
 - Collaboration with homeschool-specific events and trips.
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Treasurer

The Treasurer ensures financial accountability and transparency for At The Outlet, Inc. Responsibilities include:

- Managing budgets, financial reports, and audits.
 - Monitoring expenses and income for compliance with nonprofit regulations.
 - Advising on fundraising strategies and financial planning.
 - Providing quarterly updates to the Board on financial health.
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Marketing and Public Relations Advisor

The Marketing and Public Relations Advisor develops and executes strategies to amplify the visibility and reach of At The Outlet, Inc., ensuring the organization's mission resonates with diverse audiences. Responsibilities include:

- Crafting and overseeing marketing campaigns to promote programs, events, and initiatives.
- Establishing partnerships with TV, radio, newspapers, billboards, and other mass media outlets to secure advertising opportunities.
- Managing social media presence and creating engaging content across platforms.
- Collaborating on branding strategies to maintain a consistent and impactful image.
- Assisting with public relations efforts, including drafting press releases and coordinating media coverage for key events.
- Monitoring campaign effectiveness and adjusting strategies to optimize impact.

Fundraising Coordinator

The Fundraising Coordinator drives the financial sustainability of At The Outlet, Inc. by leading fundraising efforts and fostering donor relationships. Responsibilities include:

- Planning and executing fundraising campaigns and events.
- Identifying and cultivating potential donors, sponsors, and grant opportunities.
- Developing strategies to achieve annual fundraising goals.
- Managing donor communications and ensuring recognition for contributions.
- Collaborating with the board to align fundraising efforts with organizational priorities.

Athletic or Sports Outreach Liaison

The Athletic or Sports Outreach Liaison connects At The Outlet, Inc. to sports communities, emphasizing physical fitness and leadership development through athletics. Responsibilities include:

- Creating and promoting sports-based programs to support ATO's mission.
 - Building partnerships with local sports organizations and community stakeholders.
 - Coordinating athletic events, such as clinics, field days, and tournaments.
 - Advocating for the role of sports in fostering teamwork, discipline, and positive behaviors.
 - Assisting with fundraising efforts for sports initiatives and identifying sponsorship opportunities.
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Compliance and Regulation Officer

The Compliance and Regulation Officer ensures that At The Outlet, Inc. adheres to all legal, regulatory, and organizational standards, safeguarding its operations and reputation. Responsibilities include:

- Monitoring and ensuring compliance with local, state, and federal laws, including 501(c)(3) nonprofit requirements.
 - Maintaining accurate and up-to-date organizational records, including licenses, permits, and certifications.
 - Assisting with the preparation and submission of annual reports, tax filings, and audits.
 - Advising the board on legal and regulatory updates relevant to nonprofit operations.
 - Implementing and maintaining internal policies to promote accountability and transparency.
 - Coordinating with external legal or regulatory advisors as needed.
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Grant and Development Coordinator

The Grant and Development Coordinator is responsible for securing funding and resources to sustain and expand At The Outlet, Inc.'s programs and initiatives. This individual focuses on grant writing, donor engagement, and fostering partnerships to ensure financial growth. Responsibilities include:

- Researching and identifying grant opportunities that align with the organization's mission and goals.
- Writing and submitting compelling grant proposals and applications.
- Cultivating relationships with potential and existing donors, sponsors, and funding organizations.
- Coordinating in-kind and monetary donation campaigns.
- Maintaining accurate records of grants, donations, and funding sources.

- Collaborating with other board members to strategize and implement fundraising initiatives.
 - Ensuring compliance with grant requirements and preparing necessary reports for funders.
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Volunteer Coordinator

The Volunteer Coordinator recruits, organizes, and supports individuals who generously dedicate their time to At The Outlet, Inc.'s sponsored events and initiatives. This role ensures that volunteers are engaged, well-informed, and effectively contribute to the success of ATO events. Responsibilities include:

- Recruiting volunteers through outreach efforts, social media, and community networks.
- Coordinating volunteer participation for ATO-sponsored events, including decor, set design, serving, hosting, setup/teardown, and other key roles.
- Assigning volunteers to specific tasks such as assisting at the first aid booth, supervising games, or attending activity stations.
- Maintaining a database of volunteers, tracking availability and interests.
- Providing training and guidance to ensure volunteers understand their roles and responsibilities.
- Acting as the primary point of contact for volunteers during events, addressing any questions or concerns.
- Recognizing and appreciating volunteers for their contributions to ATO's mission.
- Ensuring that volunteers undergo and pass background checks and/or have a valid AZ Fingerprint Card.