



Dear Member;

As a member of the Pleasant Valley Neighborhood for Learning, you are in a position to make a significant contribution to PV NfL and the people we serve. The vitality of the PV NfL depends on your commitment and imaginative and caring leadership. In fact, the future well-being of the PV NfL is in your hands. You and the other members of the Advisory Council are trustees of all that is important to the life of the PV NfL and as such should be clear about your responsibilities. I am asking each Advisory Council member to review the following areas of personal commitment:

1. Attend Advisory Council meetings held 6 times a year and be available for phone and/or email consultation. Your presence is valued and your active participation is a critical component of the Council deliberations. Therefore, after two unexcused absences (per fiscal year), it is assumed that you do not want to serve. Whenever you feel that you are no longer able to meet your obligations as an Advisory Council member, please offer your resignation so we can pursue a timely replacement.
2. Serve on a minimum of one committee. The work of the Advisory Council is most often accomplished through its committees, and your expertise will help move the Advisory Council's agenda forward.
3. In order to be an effective Advisory Council member, please read and be familiar with material sent to you in advance of Advisory Council and committee meetings.
4. Accept the by-laws and operating principles and understand that each member is morally responsible for the health and well-being of this organization.
5. Actively promote the PV NfL and encourage and support its staff.

Just as you have responsibilities to the PV NfL, you also have the right to expect that the PV NfL will fulfill its responsibilities to you as a member of its Advisory Council:

1. You can anticipate a judicious and respectful use of your time. The asset of time is one of the most critical resources busy people such as you have.

We commit to our best use of your time in a manner that will return value to your personal contribution. If we fail in our attempt, please let me know.

2. You will be provided important information, including meeting agendas, minutes, financial reports, committee updates, and reports requiring action in a timely manner before each meeting. We will also keep you informed about any critical events/concerns that may arise between meetings. Please let me know if the format of reports does not facilitate your participation in the Advisory Council's work. Are they too long, too terse, or too confusing? Can you ask the important questions that need to be asked from the information provided?
3. You will be provided with an orientation of the PVNfL including how programming supports its mission statement and goals.

Please feel free to contact me with any questions or concerns regarding the Pleasant Valley Neighborhoods for Learning at (805) 388-0369.

The quality of the Pleasant Valley Neighborhoods for Learning depends upon a committed, knowledgeable, and involved Advisory Council. I look forward to serving with you and accomplishing results that will make a difference in the lives of the young children and families we serve in our community.

If you concur with these responsibilities, I would appreciate your signature of commitment. Please return one copy to me in the enclosed envelope.

Sincerely,

Charmon Evans, Chair
Pleasant Valley Neighborhoods for Learning

Signature of Advisory Council member

Printed name of Advisory Council member

Date