

Peer Advisory Board Member Job Description

Accountable To: Teen Link Manager and Teen Link Staff

Length: This position requires a one-year commitment

Qualifications:

- At least six months of experience volunteering with Teen Link
- Dependable and responsible individual with a commitment to Teen Link and area youth
- Capable of working cooperatively with the other board members and staff
- Ability to make decisions as a representative for other Teen Link volunteers

Responsibilities:

- Set up and help organize Teen Link events and meetings
- Attend a monthly meeting, held on the first Sunday of every month from 4:00-5:30 PM
- Actively take part in fundraisers, events and social activities
- Review major policy decisions
- Assist in recruitment of potential volunteers
- Plan, coordinate and attend a Peer Advisory Board retreat
- Help make Teen Link a smooth-running, dependable and successful resource for youth
- Work with other members to approve and design the *Where to Turn for Teens* cover
- Participate in all meetings by providing ideas, feedback and opinions
- Act responsibly and model the values of Teen Link
- Help facilitate Info Sessions
- Cooperate with members and staff to develop and review promotional materials