



## REGIONAL ADVISORY BOARDS

Each region has a Regional Advisory Board to assist the Virginia Foundation for Healthy Youth in fulfilling its mission at the local level.

### Composition

The Advisory Board shall be comprised of up to 20 (but not less than 15) representatives of the area. Criteria used in selecting the members shall include:

- Familiarity with youth wellness, tobacco use prevention and childhood obesity
- Commitment to fully participate in the duties of the Advisory Board
- Knowledge of community needs and resources
- Skills and expertise specific to grant proposal review
- Connection to youth population
- Diverse representation from the region

### Meetings

The Advisory Board shall meet as often as necessary, but not less than once a year. A quorum shall be a minimum of fifty percent of the membership. All decisions will be made by majority vote. Should a situation arise in which the interest of the Advisory Board and the interest of any individual member conflict, the member shall remove him/herself from any decision regarding the issue. All members are required to sign Conflict of Interest agreements.

All board members are required to participate in the regional proposal review. Periodically, members will be asked to serve on a statewide proposal review team.

### Duties

All members of the Advisory Board shall:

- Attend Advisory Board meetings
- Review grant proposals
- Provide funding recommendations to the Board of Trustees
- Provide input to the Board of Trustees on funding criteria
- Provide input on programs to be included in the Compendium of Tobacco Use Prevention Programs
- Promote the mission of the Foundation through local efforts

### Governance

The Advisory Board is led by a Chairperson, Vice-Chairperson and Secretary. The Chairperson oversees the meeting and the Vice-Chair does so in the absence of the Chairperson. The Secretary records and submits the meeting minutes.

