

Lived Experience Advisory Council Job Description Worksheet

developed by Chris Ash, 2021

Instructions

1. Make a copy of this form so that you can edit it.
2. Go through the area of work and make your list of parts of the organization's work you want the advisory council to advise on and write the broad area in the left column. (We have included a sample worksheet filled in for your consideration; Please adapt and edit for your own organization or project, and remove any that are not relevant or prioritized.)
3. Then go through each of those broad areas and add in what things you want the advisory council members to review or develop and add those to the middle column.
4. Now go through each of the things you want them to review or develop, and in the column to the right, jot down what skills or background would be needed to review those things and provide meaningful input.
5. Now you can use this worksheet to develop a job description for hiring/recruiting members of your advisory council!

Sample Worksheet

Pre-filled sample, to help you understand how it might be used:

<i>Area of work</i>	<i>Things for Survivor Review/Development</i>	<i>Skills/background needed</i>
<i>General Advisory Council Skills</i>	<i>N/A</i>	<p>Required:</p> <ul style="list-style-type: none">• <i>Lived experience of human trafficking or intersectional vulnerabilities;</i>• <i>Ability to work collaboratively and nonjudgmentally with a team of people who have diverse perspectives;</i>• <i>Willingness to let organization staff know what you might need in order to participate fully, in terms of accessibility or language access;</i>• <i>Self-assessed readiness to have professional conversations that may be personally challenging, and a willingness to invite rather than shut down conversation.</i> <p>Preferred:</p> <ul style="list-style-type: none">• <i>Familiarity with or experience in nonprofit leadership or programmatic work.</i>

<p><i>Board and Board governance.</i></p>	<ul style="list-style-type: none"> • <i>Board onboarding and in-meeting practices</i> • <i>Review of board committees, appointment, communication between committee and full board, board recruitment committee, any additional onboarding required for different committees, any other ways staff could support committee membership and work.</i> 	<p>Required:</p> <ul style="list-style-type: none"> • <i>General familiarity with the organization's work;</i> • <i>Willingness to critically review the organization's board and staff processes with the intention of preparing professionals who do not have lived experience of trafficking for engaging with survivors as colleagues (when they might be accustomed to working with them as patients/clients instead).</i> <p>Preferred:</p> <ul style="list-style-type: none"> • <i>Working knowledge of processes for onboarding new team members to a project;</i> • <i>Familiarity with how nonprofits might structure committee-based leadership and program planning.</i>
<p><i>Review of Organization's programs</i></p>	<ul style="list-style-type: none"> • <i>Review potential program ideas before they are implemented, or ideally before grant applications.</i> • <i>Assist with development of needs assessments and provide feedback on interpretation of results</i> • <i>Support the development of a protocol for determining which products and projects get prioritized and done when, and collaboration on a strategic plan that could help with that.</i> 	<p>Required:</p> <ul style="list-style-type: none"> • <i>Ability to break complex tasks down into the necessary steps to accomplish them, and to develop a plan for accomplishing and tracking the steps.</i>

<p><i>Staff</i></p>	<ul style="list-style-type: none"> • <i>Consider inviting advisory council members (paid) to attend something like one staff meeting per quarter so items that needed bouncing off of them could happen, plus it would help them feel more connected/welcome</i> • <i>Part of onboarding for new staff/board/volunteers could include attending the first 30 minutes of the survivor advisory council meeting to meet and hear from the advisors, and this could be available on a set, rotating schedule (such as every 3rd meeting or twice a year)</i> 	<p>N/A</p>
<p><i>Communications procedures, listserv processes</i></p>	<ul style="list-style-type: none"> • <i>Review internal and external communications processes and guidelines</i> 	<p>Required:</p> <ul style="list-style-type: none"> • <i>Familiarity with or willingness to learn online discussion norms and guidelines.</i> <p>Preferred:</p> <ul style="list-style-type: none"> • <i>Familiarity with or willingness to learn best practices for online discussion group approaches to addressing guideline violations and resolving conflict.</i>

Speaker's Bureau	<ul style="list-style-type: none"> Identify content expertise areas for speakers' bureaus, including one check box for if a survivor is wanting to share story (y, n, N/A) 	<p>Required:</p> <ul style="list-style-type: none"> Willingness to provide input into the process of identifying content areas for expertise and a method for equitably assigning consultants to requested engagements or support requests. Willingness to provide input into processes for ongoing survivor engagement in Organization's long-term consultant opportunities. <p>Preferred:</p> <ul style="list-style-type: none"> Familiarity with the different ways that people with lived experience engage in movement leadership. Familiarity with best practices for managing relationships with requesting organizations and external contractors to ensure quality of content and consistency with Organization's ethical standards.
Training	<ul style="list-style-type: none"> Review and guidance on content. 	<p>Preferred:</p> <ul style="list-style-type: none"> Familiarity with best practices for delivering professional development and training.
Curricula	<ul style="list-style-type: none"> Review and regularly suggest revisions to Organization's standard curricula. 	<p>Preferred:</p> <ul style="list-style-type: none"> Experience in collaboratively designing fact sheets, educational content, curriculum, or toolkits.

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Blank Worksheet for Use

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4. Now go through each of the things you want them to review or develop, and in the column to the right, jot down what skills or background would be needed to review those things and provide meaningful input.
5. Now you can use this worksheet to develop a job description!

Area of work	Things for Survivor Review/Development	Skills/background needed
	1. 2. 3. 4. 5.	Required: 1. 2. 3. Preferred: 1. 2. 3. .



	1. 2. 3. 4. 5.	Required: 1. 2. 3. Preferred: 1. 2. 3. .
	1. 2. 3. 4. 5.	Required: 1. 2. 3. Preferred: 1. 2. 3. .

	1. 2. 3. 4. 5.	Required: 1. 2. 3. Preferred: 1. 2. 3. .
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