

SAME DAY WORK PAY

Advisory Board Members Guide

Same Day & Work Pay Project

The Same Day & Work Pay (SDWP) Program is designed to provide a no-to low-barrier employment opportunity to vulnerable groups, while creating access to critical services and supports. It is within this mission the Same Day Work & Pay program will seek to create an on-ramp to workforce training, sustainable employment, and increasing social capital to support long-term self-sufficiency and success for all individuals served through the Same Day Work & Pay programs. As part of the Advisory Board, you will be part of helping the Same Day Work & Pay partners fulfill this mission of serving some of Philadelphia's most vulnerable populations who require no or low barriers to employment and assistance with identifying next steps to temporary and long-term employment, job training, academic advancement and/or stability supports.

Advisory Board Member Role and Responsibilities

The SDWP Advisory Board will be comprised of approximately 10-15 members who represent key stakeholders in the community, including individuals from local government, philanthropy, community-based organizations, behavioral health, and social services. The role of the Advisory Board will be to support the Same Day Work & Pay initiative in achieving its objectives and serve as a resource to SDWP and its partners. The Board will also provide guidance to CEO as it relates to scaling and sustaining the SDWP program throughout the City.

In line with this role, the Advisory Board's responsibilities include:

- Serving as a sounding board for CEO and the SDWP worksite partners;
- Serving as an advocate, ambassador, and connector for SDWP in the community;
- Facilitating introductions to potential donors, collaborators, thought leaders, and other key stakeholders, including potential worksites and longer-term job placement partnerships;

- Reviewing branding and outreach strategies;
- Supporting CEO on fundraising efforts and/or activities; and
- Supporting CEO's oversight and review SDWP activities, operations, financial allocations, personnel, and other matters as requested by CEO.

Expectations of Individual Advisory Board Members

Advisory Board members are expected to actively contribute their leadership, time, and talents to help the SDWP achieve its goals. CEO expects each individual Advisory Board member will:

- Learn about the SDWP's strategy, programs, and finances;
- Serve as key stakeholders and inform CEO of developments in the field and emerging opportunities or challenges;
- Review evaluation data on a regular basis and set annual goals for growth and financial sustainability.
- Prepare for and participate in Advisory Board meetings, including reviewing agendas, presented advisory board materials, and draft minutes;

- Represent SDWP participants and the initiative's values and work to the community;
- Leverage personal networks to further the goals of SDWP;
- Foster an inclusive collaborative environment and community; and
- Acknowledge CEO's policies relative to SDWP.

Leadership and Subcommittees/Working Groups

The Advisory Board members will coordinate with CEO to establish and appoint members to subcommittees of the board and/or smaller working groups to focus on particular SDWP issues, efforts and/or events. The following are subcommittees/working groups to be determined:

- **Program Partner Relations**
 - » Workforce Partnerships, Training, and Placement(s)
 - » Behavioral Health/Well-Being
 - » Social Services & Resources
- **Fundraising & Sustainability**
- **Worksite Operations**
 - » Program Budget & Accountability
 - » SDWP Digital Payment(s)
 - » Program Quality

Meetings

The Advisory Board will meet quarterly (four (4) times annually), and may choose to meet in person or virtually.

- **Agenda:** CEO will work with Advisory Board members to develop an agenda for scheduled meetings, and CEO will distribute the agenda and other written materials in advance of each meeting.
- **Advising:** Current Advisory Board members serve as Advisors providing guidance, feedback, and recommendations to CEO and its SDWP partners.
- **Minutes:** The Advisory Board will keep minutes of its meetings, and present to Advisory Board members in advance of the next scheduled meeting.

Communications and Records

- **Project Reports:** CEO will provide the Advisory Board with regular program, financial, fundraising, and operational updates.
- **Email and Other Electronic Communication:** All Advisory Board communications, including notices, consents, and distributions of materials, may be sent via email or other forms of electronic communication.
- **Individual Communications:** CEO or other Project team members may consult with any individual Advisory Board member.
- **Records:** CEO will maintain records relating to Advisory Board activities and communications. The records will be considered the property of CEO and will be accessible upon request.

Confidentiality

The Advisory Board may have access to confidential and proprietary information about SDWP, as defined by CEO. Advisory Board members will use Confidential Information only to the extent required by SDWP activities, in accordance with City of Philadelphia policies pertaining to confidentiality. These confidentiality obligations will remain in effect even if the Advisory Board is terminated or an Advisory Board member resigns or is removed. Advisory Board members who have any questions about confidentiality of information should speak to the CEO Executive Director and/or Deputy Managing Director of Health and Human Services. CEO may request that Advisory Board members sign nondisclosure agreements based on information presented/shared.

Conflicts of Interest

Advisory Board members are expected to use good judgment and avoid situations that create an actual, potential, or perceived conflict with the purposes and activities of SDWP or CEO. Please defer to the City's ethical guidance policies on matters that contains information about such conflicts.