**Alchemy Kitchen Advisory Committee Job Description**

**Purpose:** The Alchemy Kitchen Advisory Committee (AKAC) serves as a critical community champion of Alchemist CDC’s Alchemy Kitchen project. Members of the AKAC share their gifts in service to our mission by providing our organization with their professional expertise; their diverse knowledge and perspectives; their connections to resources, colleagues or peers; their philanthropic support or other forms of needed assistance. The Advisory Committee has no governing function within the organization.

**Reasons for Creating AKAC:**

* Creates a direct link to important professional and technical expertise
* Fills in knowledge gaps within organization
* Energizes Advisors as ambassadors for the project in the community
* Provides a way to keep critical supporters connected to the project and organization

**Expectations:**

* Attend AKAC meetings (scheduled no more than monthly)
* Stay informed about plans, activities and needs of the project
* Lend expertise in the development of program curriculum and design (including kitchen)
* Utilize connections to assist with recruitment of participants, mentors or guest instructors
* Help Alchemist CDC stay on top of industry trends and regulations
* Act as a liaison to partner organizations and institutions
* Lend expertise for one-on-one consultation with organization as need arises
* Act as a community champion for the Alchemy Kitchen project

**Structure**

* Up to five, one-year terms
* A minimum of 5 and maximum of 15 members
* Open invitation to attend Alchemist CDC Board of Directors meetings, as a guest (nonvoting capacity)