



## Community Action Councils Information and Job Description

### About Tennessee Nonprofit Network

Tennessee Nonprofit Network serves as the statewide nonprofit association for Tennessee. The organization provides training and technical assistance, connections to resources, and sector-wide research and public policy support to nonprofits in Tennessee and those that serve Tennessee residents.

### Background

Tennessee Nonprofit Network, formerly Momentum Nonprofit Partners, expanded statewide in 2024 to become Tennessee's first and only statewide nonprofit association. The organization conducted a comprehensive planning process which included input from over 600 nonprofit leaders, funders, and peer agencies and was guided by an Advisory Team of leaders from across the state. Our extensive deliberation resulted in a statewide expansion to become Tennessee's first state nonprofit association.

During this important time, the board and CEO recommended the creation of regional Community Action Councils (CACs) to provide an additional layer of support and guidance. Community Action Councils will be created for West TN, Middle TN, and East TN. The reasons for the creation of the Community Action Councils are as follows:

- Develop a community of ambassadors for TNN as well as the nonprofit sector as a whole
- Creates a direct link to important professional and technical expertise
- Provide a means for involving people who are willing to give critical assistance but have limited time
- Provide a means for involving people who would have been good candidates for the board of directors, but who are unable to serve right now
- Provide a means for cultivating potential future board members
- Provide a means for former board members to remain active with the organization after their official board service has ended
- Assist in efforts to increase philanthropic support
- Enlist help from others without enlarging the governing board

### Purpose

The regional CACs serve as critical community champions of Tennessee Nonprofit Network. Members of the CACs share their gifts in service to our mission by providing our organization with their professional expertise; their diverse knowledge of constituent perspectives; their connections to local, national or international resources, colleagues or peers; their philanthropic support or other forms of needed assistance. Note: *Community Action Councils have no fiduciary oversight or board voting power.*

Three CACs of 10-15 members each will exist in West Tennessee, Middle Tennessee, and East Tennessee. Each CAC will be chaired by a TNN board member representing their region.



### **The five essential functions of the Community Action Councils:**

- Serve as a public advocate for the organization on the ground in the various communities represented by individual CAC members
- Serve as connectors for TNN staff and board members to potential nonprofit members, funders, and other influential Tennesseans
- Review and provide feedback on organizational plans, programs, and initiatives. (*Note: CAC members do not have voting privileges*)
- Where available, assist in direct or indirect fundraising
- Serve on ad hoc advisory task groups when necessary
- Provide volunteer support for events and fundraisers as necessary

Individual CAC members will not be expected to provide all of the above functions and are recruited based on their specific contributions. The TNN staff will assist CAC members in identifying appropriate opportunities. While CAC members will primarily focus on their region, we encourage them to think statewide to support the entire sector where possible.

***The Community Action Councils have no governing function within the organization. TNN CACs have no legal responsibilities and are formed to give advice and recommendations to TNN's staff and Board of Directors. No Community Action Council, nor any individual serving on a CAC has the authority to act on behalf of TNN, nor any individual serving on a CAC, has authority to compel a staff member or the Board of Directors to act on its recommendations.***

Expected time commitment: 15-30 hours annually

### **Election and Terms**

CAC members can be recommended by TNN staff or board members. CAC members will be recommended by the CEO to the Board of Directors, who will formally approve new CAC members. CAC members attend an orientation before beginning their tenure.

Each CAC member will commit to a renewable two-year term. CAC members can serve a total of two terms. Members of a CAC serve at the pleasure of the TNN Board of Directors and may be removed at any time by an action of the Board.

Nonprofit professionals must represent at least 51% of each CAC.

One nonprofit consultant may serve on a CAC for one non-renewing two-year term per region. The consultant must be a current member of our consultant directory to participate. The consultant must agree to avoid conflicts of interest, solicitation of member organizations, or using any knowledge or information gained to further their business. **PLEASE NOTE: We are not accepting applications from consultants for FY 2026-2027.**

CAC members are expected to be actively involved each year and attend the virtual annual meeting.



## Qualifications

- Existing connection to Tennessee Nonprofit Network. This includes continued participation in events, especially for those in the nonprofit sector.
- Passion for Tennessee Nonprofit Network's mission and a commitment to social good.
- Alignment with TNN's mission, vision, community statement, and guiding principles.
- Strong communication, analytical, and problem-solving skills.
- Ability to work collaboratively and build relationships.
- A commitment to volunteerism and making a difference.

## Specific Duties and Agreements

- Serve as an ambassador for TNN in the community, your affiliated organizations, and your work.
- Act annually in some significant way to support the organization's mission (e.g. expert advice, door opening, funding or fundraising)
- Provide a monthly or annual financial contribution in any amount to TNN
- Share expertise from their profession or experiences.
- Open doors for staff to potential new partners, funders, or member organizations.
- Attend and participate in annual joint Board/CAC meeting once a year (*note: CAC members do not have voting privileges*)
- Allow the organization to publicize their name and participation on the CACs, list name on letterhead and other communications
- Where available, attend and participate in appropriate planning sessions, appropriate ad hoc committee meetings and functions involving volunteers.
- Stay informed about the organization's mission, services, policies, and programs.

## Conflict of Interest Policy

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the organization. CAC members are forbidden from serving if a conflict of interest exists. There are a variety of situations which raise conflict of interest concerns including, but not limited to, the following:

- Financial Interests - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by the organization.
- Other Interests - A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that he would not have obtained absent his/her relationship with the organization, or where his/her duty or responsibility owed to the organization conflicts with a duty or responsibility owed to some other organization.

Each CAC member will be expected to sign a conflict of interest policy and expectations agreement each year of service. If you have a conflict of interest or additional questions, please let the CEO know.