

Board of Advisors Governance Committee

Purpose:

The governance committee is responsible for board recruitment and nominations, orientation of new board members, conducting board self-assessment, suggesting continuing education for board leadership.

Membership:

The committee shall be comprised of not less than three members and no more than five members of the Board of Advisors. The Board Chairman shall serve as chair of the committee.

General Responsibilities:

- Review and revise as necessary the position description for board members and officers
- Identify, recruit and evaluate prospective board members and officers through a nomination process that includes nominations from board members, other committees and staff.
- Nominates individuals to be elected as members of the board
- Orientate new board members about the Foundation
- Identifies continuing education for the board
- Periodically reviews and updates the board's operating procedures
- In cooperation with the board chair, annually contacts each board member to assess his or her continuing interest in board membership and term of service and works with each board member to identify the appropriate role he or she might assume on behalf of the organization

Board of Advisors Communications & Marketing Committee

Purpose:

The communications committee is responsible for overseeing the Foundation's overall communications plan.

Membership:

The committee shall be comprised of not less than three members and no more than five members of the Board of Advisors, one of whom shall serve as chair of the committee. The committee can include non-board members in an effort to build brand awareness.

General Responsibilities:

- Ensure that all board members are able to effectively communicate to potential donors the mission and impact of the Foundation and the benefits it offers to donors
- Identify target audiences and best methods of communication
- Work with staff to identify and access media outlets to promote the Foundation to potential donors and professional advisors
- Works with staff to create and distribute public service announcements, short films, advertisements, website content, etc.
- Coordinate the board's assignments for events, receptions, site visits, etc.

Board of Advisors Development Committee

Purpose:

The development committee is responsible for overseeing the Foundation's overall fundraising and, in particular, the fundraising done by the board.

Membership:

The committee shall be comprised of not less than three members and no more than five members of the Board of Advisors, one of whom shall serve as chair of the committee. The committee can include non-board members such as professional advisors, current donors, etc.

General Responsibilities:

- Works with staff to develop the annual fundraising plan
- Educates professional advisors regarding the Foundation
- Identifies, cultivates, and solicits prospective donors
- Identifies private foundations that might convert to a charitable fund
- Reports on the status of fundraising activities at board meetings
- Helps train the board on activities and ways in which to raise funds
- Solicits board members for their gifts

Board of Advisors Grants Committee

Purpose:

The grants committee is responsible for assisting staff in reviewing proposals from nonprofit organizations and recommending grants in accordance with the Foundation's mission and guidelines.

Membership:

The committee shall be comprised of not less than three members and no more than seven members of the Board of Advisors. The committee can include non-board members whose expertise will help to improve our grantmaking.

General Responsibilities:

- Objectively review applications for competitive grants and ensure fairness and transparency in making grants from unrestricted and field-of-interest funds
- Develop and expand relationships with current and potential grantees
- Publicize the availability of grants and promote the Foundation's programmatic interests and involvement in the community
- Plan donor tours, site visits, etc. to educate donors and potential donors of critical issues in our community
- Assess the effectiveness of grants made by Foundation