Community Foundation 2018 Committees and Responsibilities

Executive staffed by CEO

Primary responsibility for inter-committee communication; coordinates and prioritizes work of all committees with focus on strategic plan goals and progress. Takes action on behalf of the entire board when required between board meetings. Develops board meeting agendas.

Community Impact staffed by Program Officer

Assesses the most important needs of the community and how the Foundation can help address them. Working closely with the Program Officer, the committee conducts this work through convenings, surveys, and grant cycles. Hosts volunteers from the Board and community to serve on grant review teams several times a year. Committee members stay up to date on progress toward meeting identified needs by reviewing grantee reports and carrying out site visits. The committee serves as an ongoing resource to the Foundation and the community.

Development & Community Relations staffed by Chief Development Officer

Provides volunteer leadership and support to the Foundation’s fundraising and community relations programs. The committee works closely with the Chief Development Officer to help create and implement strategic fundraising plans, identify and cultivate donors, solicit gifts, and help plan and participate in special events. The committee also assists in the development of an annual PR/Marketing plan and Web-related communications, and provides primary leadership in any cultivation strategies and events focused on promoting the Foundation within the community.

Financial Administration staffed by CEO

Directs creation and application of policies and procedures related to all funds (donor and general foundation) and fiscal responsibilities of the Board; oversees all budgets and expenditures; analyzes financial reports; and manages all relationships with financial institutions connected to the Foundation. Oversees audit and government reporting obligations. Oversees all investment related policies and performance reviews; provides oversight of investment managers.

Nominating and Governance staffed by CEO

Coordinates recruitment to assure that the Foundation Board is diverse and broadly representative of the community and is responsible for training, and service; oversees annual elections of officers and any leadership appointments; coordinates periodic Board retreats; reviews conflict of interest, confidentiality, Board governance and other compliance issues for Board service; coordinates new Board member orientation.

Philanthropic Services staffed by Philanthropic Services Officer

Advises and assists with the Foundation’s philanthropic outreach and education initiatives as well as donor stewardship. The committee also works closely with the Philanthropic Services Officer in outreach and philanthropy-advising initiatives involving donors, donor advisors, and professional financial advisors. The committee provides advice and guidance in the development of donor stewardship plans and impact reporting and helps plan and participates in donor recognition and appreciation events and activities.