

The Fund for Community Progress
Board Meeting February 22, 2010

STANDING COMMITTEES

Resolved that the following standing committees of the Board of Directors of The Fund for Community Progress shall be established for 2010 according to the Bylaws of The Fund with responsibilities and powers as described herein:

Bylaws and Nominations Committee

The Bylaws and Nominations Committee shall be empowered by the Board to:

1. Review bylaws for potential changes and make recommendations on such changes to the Executive Committee for a vote of the Board.
2. Review standing committee structures and functions for potential changes and/or additions and make recommendations on such changes to the Executive Committee and prepare resolutions for a vote of the Board.
3. Make recommendations to the Board Chair for establishing ad hoc committees and/or for changing the responsibilities of ad hoc committees.
4. Working with the Executive Director of The Fund, clarify responsibilities of The Fund, The Fund staff and member agencies.
5. Review any proposed changes to the membership contract and make recommendations on such changes to the Executive Committee for a vote of the Board.
6. Review any proposed membership criteria to determine if these are in compliance with bylaws; evaluate any changes to bylaws required by these criteria to determine appropriateness and legality; recommend any required changes deemed appropriate to the Executive Committee for a vote of the Board.
7. Nominate officers of the Board and at-large Board members.
8. Present recommendations and slate of officers/members to the Board for a vote.

Finance Committee

The Finance Committee shall be empowered by the Board to:

1. Prepare an annual budget for presentation to the Board.
2. Establish proper accounting and banking procedures.
3. Work with auditors as necessary on preparation of the auditors' report.
4. Review The Funds expenses and recommend corrective action as necessary.
5. Periodically review the status of campaign collections from workplaces and recommend follow-up action if necessary.
6. Assess distressed agencies and present to the Executive Committee recommendations for corrective action.

These powers may be in addition to Finance Committee powers and responsibilities provided in the Bylaws and do not override the powers or responsibilities of The Fund's Treasurer.

Campaign Committee

The Campaign Committee shall be empowered by the Board to:

1. Assist in managing and conducting The Fund's workplace campaigns.
2. Assign mentors to campaign volunteers and provide mentoring follow-up.
3. Assist Fund staff in preparing campaign training material.
4. Assist Fund staff in preparing for and conduction training session on making presentations.
5. Assign campaign responsibilities for each workplace with Fund staff.
6. Participate in the SECA campaign kickoff, usually in September.
7. Follow up with Campaign Manager and volunteers and report on status of materials delivery/presentations by other volunteers.
8. Monitor the execution of the Campaign process.
9. Identify Campaign successes and failures and share information with the Board.
10. Assist in selection of high-profile member of external community to be honorary campaign chair and face of campaign.
11. Assist Fund staff, at-large board members and external campaign committee with new workplace access initiatives, including but not limited to:
 - helping to set strategies for gaining access to targeted workplaces
 - participating in presentations at targeted workplaces

Event Committee

The Event Committee (agency & non-agency members) shall be empowered by the Board to:

1. Help secure and/or serve as chairs for The Fund's annual awards ceremony.
2. Make decisions regarding venue, format and pricing for the awards ceremony.
3. Develop and present slate of award winners to the Executive Committee for approval.
4. Help Fund staff with awards ceremony logistics and production as necessary.
5. Provide and/or secure volunteer staffing for the awards ceremony.
6. Attend the annual awards ceremony.
7. Help secure external chairs for The Fund's annual kick-off roast.
8. Make decisions regarding venue and format for the roast.
9. Select person to be roasted and, at the discretion of the Event Committee, submit the person's name to the Executive Committee for approval.
10. Help engage vendor partners for the roast.
11. Help secure non-vendor sponsors for the roast, provided that does not conflict with the agency's own sponsorship procurement efforts.
12. Help Fund staff with roast logistics and production as necessary, including but not limited to pricing, menu, promotional material, décor and program.
13. Provide and/or secure volunteer staffing for the roast.
14. Attend the annual roast.

Development/New Ideas Committee

The Development/New Ideas Committee shall be empowered by the Board to:

1. Actively investigate alternate revenue sources for The Fund.
2. Brainstorm creative ideas on new ways to **cultivate donors** to The Fund.
3. Investigate costs of new ideas and develop plans for implementation.
4. Report to the Executive Committee on those income-generating ideas that are recommended for implementation.
5. Evaluate existing access and campaign programs for improvements.
6. Identify support opportunities from businesses beyond workplace campaigns.
7. Recommend ways to test and implement business support ideas, including how to engage the full board in the implementation process.
8. Brainstorm new creative approaches to all existing Fund programs.
9. Investigate costs of new approaches.
10. Report to the Executive Committee on new approaches that are recommended for implementation.
11. Implement selected ideas and approaches that have total costs not to exceed \$5,000, including any increase in administrative overhead.
12. Present to the Executive Committee for approval those ideas and approaches that are recommended for implementation that have total costs that exceed \$5,000, including any increase in administrative overhead.

New Member Recruitment Committee

The New Member Recruitment Committee shall be empowered by the Board to meet on standing basis to:

1. Discuss new member recruitment goals and strategies for The Fund and recommend changes to said goals and strategies to the full board as necessary.
2. Develop recruitment plans, materials and schedules.
3. Approach agencies about becoming members of The Fund.
4. Screen/vet potential new member agencies based on Fund guidelines and criteria.
5. Recommend agencies for membership and arrange presentations to the board.
6. Place votes on new members on the board's agendas on a timely basis.

Note: Approved goal for 2008 was to increase membership to no more than 28 agencies.

Executive Committee

The Executive Committee shall be empowered by the Board to:

1. Review proposals and recommendations of standing and *ad hoc* committees and approve as provided for in Board-approved committee resolutions.
2. Review and recommend applications for membership in The Fund of new agencies in 2009 that will yield a total number of members of not more than 28, following the Board-approved guidelines for membership, and bring these recommendations to the Board at its next full meeting.
3. Make decisions on routine financial matters and office operations as necessary (for expenses not in excess of \$2,000) and report on these decisions to the Board at its next full meeting. This empowerment does not override the powers or responsibilities of The Fund's Treasurer.
4. Review and approve recommendations from the Bylaws/Nominations and Finance Committees on the status of membership and finances.
5. Establish appropriate staffing levels and responsibilities for The Fund; convene and empower search committee(s) as necessary to address transitions in Fund staffing.

AD HOC COMMITTEE(S)

Resolved that the following *ad hoc* committee of the Board of Directors of The Fund for Community Progress shall be established for 2010 according to the Bylaws of The Fund with responsibilities and powers as described herein:

Allocations Committee

The Allocations Committee shall be empowered by the Board to meet on an *ad hoc* basis to:

1. Review the allocation scores provided by the Executive Director.
2. Calculate allocations made for each agency each year.
3. Set or revise as necessary policy regarding agencies that quit The Fund.
4. Develop or revise as necessary protocol for handling dropped agencies.
5. Assess agencies and present to the Executive Committee recommendations for placing non-performing and/or non-complying agencies on probation.
6. Assess agencies and present to the Executive Committee recommendations for dropping agencies.

Compliance Committee

The Compliance Committee shall be empowered by the Board to meet on an *ad hoc* basis to:

1. Recommend minimum levels of compliance with bylaws and/or membership contracts required of Fund members.
2. Recommend appropriate corrective action and/or consequences for non-compliance for agencies that are determined to be substantially in violation of Fund regulations or delinquent in performance of their Fund duties.
3. Present these recommendations to the Bylaws Committee for review and to the Executive Committee for approval.