



The Fund for Community Progress 2009 Standing Committees

Finance Committee

The Finance Committee has been 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.

Bylaws and Nominations Committee

The Bylaws and Nominations Committee has been 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 Board vote.
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.

Campaign Committee

The Campaign Committee has been 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.
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.

Development/New Ideas Committee

The Development/New Ideas Committee has been 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 increased administrative costs.

Event Committee

The Event Committee (agency & non-agency members) has been 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.

New Member Recruitment Committee

The New Member Recruitment Committee has been 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.
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.

For more information, contact The Fund.

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