

El Camino College Foundation Committee Structure

The Board of Directors of the El Camino College Foundation is a *working fundraising board* with an *action committee* structure. In this structure, the majority of the work of the Board is handled in functional committees. The Board President is an ex-officio member of all committees. Board meetings consist of a series of committee reports unless reported in the Consent Agenda. The Foundation Executive Director is ex-officio, non-voting member of all committees and serves in an advisory role. Except for the Executive Committee and Finance Committee, committee chairs will be voted on by the Board of Directors. The Board consists of the following committees:

- 1.0 Executive
- 2.0 Finance
- 3.0 Audit Committee
- 4.0 Board Governance
- 5.0 Distribution
- 6.0 Fundraising/Development

1.0 EXECUTIVE COMMITTEE

The Executive Committee, chaired by the Board President, shall oversee the operations of the Foundation Board of Directors and members of this committee are responsible for developing board consensus in the areas of strategic and long-range planning, board governance and board development.

1.1 MEMBERS

- President
- Vice President I Board Governance
- Vice President II Operations
- Treasurer
- Secretary
- Immediate Past President
- Executive Director, non-voting
- Possible other Director, non-Director, or Member-at-Large, as deemed appropriate by the Board of Directors

1.2 DUTIES

- Conduct ongoing strategic planning
- Re-evaluate the mission and goals of the Foundation
- Determine the best means to carry out the mission
- Evaluate current committees and fundraising activities
- Plan an annual board retreat meeting, if necessary
- Address the issue of board governance by working with Directors who have lapsed in their responsibilities

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2.0 FINANCE COMMITTEE

The Finance Committee, chaired by the Board Treasurer, shall have authority for all financial information as presented to the Board of Directors. The Finance Committee will include investment and budget oversight and will not make financial investment decisions, but will evaluate and assess the recommendations of the Foundation's investment managers, and make recommendations to the Board of Directors.

2.1 MEMBERS FINANCE COMMITTEE

- Treasurer
- Three or more other members of the Board of Directors, of which at least two do not serve on the Executive Committee

2.2 DUTIES

- Make recommendations on financial spending, fees and gift acceptance policies
- Make recommendations to the Directors regarding financial policies and internal controls
- Review and recommend the investment managers to the Board of Directors and periodically review their performance.
- Investment oversight
- Provide a monthly summary review of financial position to the Executive Committee and Board of Directors

3.0 AUDIT COMMITTEE

The Audit Committee will select the annual audit firm and review the annual audit findings and present them to the Board of Directors. This committee reports to the Executive Committee.

3.1 MEMBERS AUDIT COMMITTEE

- Audit Committee Chair
- Two other members of the Board of Directors, at least one who is not on the Executive Board
- Possible other Director and/or non-Director members, as deemed appropriate by the committee

3.2 DUTIES

- Recommend an audit firm to the Board of Directors
- Review and present the annual audit findings to the Board of Directors
- Review the results of the annual audit, and initiate any appropriate corrective actions necessary as a result of the audit

4.0 BOARD GOVERNANCE COMMITTEE

The Board Governance Committee, chaired by the Vice President I, oversees the Board structure, including policy and decision making and includes members of the Board of Directors.

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The Board Governance Committee is responsible for Board development including creating and presenting a slate of officers for the Executive Board. This committee establishes Board policies and recommends them to the Board of Directors for approval, including updating and maintaining all Board policies and processes, and documenting any changes or updates in procedures as necessary.

4.1 MEMBERS

- Immediate Past President, if applicable
- Vice President I Board Governance (who will serve as the Committee Chair)
- Two other members of the Board of Directors, at least one who is not on the Executive Board
- Possible other Director and/or non-Director members, as deemed appropriate by the Committee

4.2 DUTIES

- Request nominations for Executive Board in the spring and prepare and present a slate of officers at the May Annual Board meeting
- Direct recruitment and training of new Directors supported by Executive Committee and Foundation staff
- Conduct Board development by assessing Board composition, determining needs and recruiting, screening and nominating potential board members, either annually or during the year
- Review Board Bylaws, MOUs, and Foundation Board Policies and Procedures. Discuss and edit, as needed, one third of all Foundation Board policies and procedures each year
- Any updates required to reflect current board structure shall be prioritized.
- Maintain all Board documentation of processes to assure accurate recording of Board decisions and procedures

5.0 DISTRIBUTION COMMITTEE

The members of the Distribution Committee, chaired by the Vice President II, are responsible for the application review and distribution of Foundation scholarships, grants, and other fund distributions as authorized in the annual budget or by specific authorization by the Board of Directors.

5.1 MEMBERS

- Vice President II Operations (who will serve as the Committee Chair)
- Three or more other members of the Board of Directors, of which at least two are not on the Executive Board.
- Possible other Director and/or non-Director members, as deemed appropriate by the Committee

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5.2 DUTIES

- Oversee and participate in the scholarship review and distribution process
- Review grant applications for Ella Rose Madden Grants, and any other grants received requiring distribution of funds.
- Make recommendations to the Board of Directors regarding other distribution opportunities to the College including grants and program funding.

6.0 DEVELOPMENT/FUNDRAISING COMMITTEE

The Development/Fundraising Committee of the Foundation will include planning for fundraising activities and initiatives of the Foundation including, but not limited to, South Bay Promise, STEM and Alumni Relations. These committees will report directly to the Foundation President and/or Executive Committee.

6.1 MEMBERS

- Development/Fundraising Chair
- Three or more other members of the Board of Directors, of which at least two are not on the Executive Board
- Possible other Director and/or non-Director members, as deemed appropriate by the committee.

6.2 DUTIES

- Strategize on fundraising opportunities and stewardship events. Determine areas for outreach including businesses, individuals, faculty, and retired faculty. Create partnerships and opportunities for funding with local businesses.
- Promote opportunities for fundraising for the South Bay Promise
- Oversee outreach to STEM related industry in the South Bay and beyond
- Partner with local organizations who have a presence in the STEM industries
- Create awareness with Alumni and develop opportunities for Alumni giving