

BOARD OF DIRECTORS AND COMMITTEES OF THE COMMUNITY FOUNDATION

BOARD OF DIRECTORS

- Board Make-Up: Maximum of 27 directors, minimum of 11
- Time Commitment: Meets seven times a year on designated months for one hour, serve up to two 3-year terms
- Function:
Ensure that the mission of the Foundation is met, i.e. to help make the counties of Portage and Waushara better places in which to grow, to work, to play, and to retire – by Helping People, Enhancing Education, Enriching Arts and Culture, Contributing to Wellness, and Improving the Environment through financial management of gifts and grants from individuals and organizations
Hires the Executive Director
Sets policy
Approves the actions of Foundation Committees

ADMINISTRATION COMMITTEE

- Committee Make-Up: 5 Board Members; Executive Director sits in on meetings
- Time Commitment: Meets monthly January through April and otherwise as needed for one hour
- Function:
Recommends Personnel Policies and Procedures
Evaluates performance of Executive Director
Recommends annual staff compensation
Recruits new board members each year
Nominates officers each year
Reviews proposed changes to Bylaws

EXECUTIVE COMMITTEE

- Committee Make-Up: 6 Officers for the Foundation:
President
President-Elect
Vice President
Secretary
Treasurer
Past President
- Time Commitment: Meets 7 times a year, usually one week before a scheduled board meeting
- Function: Reviews issues and takes action on items as necessary, especially in months when board does not meet

FINANCE COMMITTEE

- Committee Make-Up: 6-8 Board Members, Chair is Foundation Treasurer
- Time Commitment: Meets quarterly for 1-2 hours
- Function:
Recommends Investment Policy Statement for the Foundation
Monitors performance of investments and investment managers
Reviews monthly financial statements
Recommends annual budget
Reviews annual audit

GRANTS COMMITTEE

- Committee Make-Up: 10 Members consisting of a mix of Board Members and Community Volunteers
- Time Commitment:
Annual Grant Cycle is July 1-August 15; Committee work is done August 15-October 15
Two Meetings per year, one for Orientation and one for grant funding selections
Grant Application Review – 15-25 hours of reading time estimated, depending on number of applications received
- Function: Reviews all grant applications received at the Foundation, which includes screening, pre-qualifying, scoring, and recommending recipients and the level of funding

MARKETING COMMITTEE

- Committee Make-Up: 6-8 Members consisting of a mix of Board Members and Community Volunteers
- Time Commitment: Meets quarterly for one hour and as needed for special projects
- Function:
Helps as needed to plan Annual Appreciation Event which is held for donors, fund sponsors, grant and scholarship recipients
When requested, assists staff with media coverage: press releases, PSA's, letters to the editor, interviews
Works with staff on design of marketing materials for the Foundation
Determines ways to build understanding of the function of the Community Foundation with various stakeholder groups as well as the general public

SCHOLARSHIP COMMITTEE

- Committee Make-Up: 10 Members consisting of a mix of Board Members and Community Volunteers
- Time Commitment:
Annual Scholarship Application period is December 1-March 1; Committee work is done March 1-late April
Two Meetings per year, one for Orientation and one for scholarship funding selections
Scholarship Application Review – 15-25 hours of reading time estimated, depending on number of applications received
- Function: Reviews all scholarship applications received at the Foundation, which includes screening, pre-qualifying, scoring, and recommending recipients