

PROPOSED BOARD COMMITTEES:

GOVERNANCE & BOARD DEVELOPMENT	PROGRAM & CIVIC LEADERSHIP	DEVELOPMENT & COMMUNICATIONS	INVESTMENT/FINANCE & AUDIT
PURPOSE	PURPOSE	PURPOSE	PURPOSE
Ensure that the board fulfills its legal, ethical and functional responsibilities through adequate governance	Guide development of CCF’s programmatic and civic leadership activities to ensure benefits accrue to the city and its residents	Build the Foundation’s financial, civic and reputational assets necessary to achieve its mission and vision	Ensure the highest quality financial and investment management of the foundations resources
ACTIVITIES	ACTIVITIES	ACTIVITIES	ACTIVITIES
Identify needed board member skills and nominate potential members to ensure that CCF has an independent governing body that reflects the diversity of the community and can financially support the Foundation’s activities	Guide specific research and/or data gathering and use community knowledge to set CCF’s agenda for addressing community issues through civic leadership, grantmaking and special initiatives	Actively work with staff to cultivate and educate donors about community needs, formulate a development strategy, and achieve financial goals	Work with staff and Board to assess and shape the foundation’s operating budget and monitor performance through adequate financial controls, processes and staffing to further CCF’s mission
Orient new members and ensure board development and training for high quality governance and oversight	Oversee discretionary grantmaking to address and adapt to community needs and due diligence necessary to ensure that grants will be used for charitable purposes	Raise contributions from a diversity of donors helping meet their philanthropic objectives, address community needs, and increase grantmaking	Oversee effective investment of CCF’s assets by assessing and monitoring the Foundation’s endowment
Set policy regarding conflict of interest, confidentiality and ethics to ensure that CCF meets all legal requirements and recommend by-law amendments as needed	Assess the impact of CCF’s discretionary grantmaking, special initiatives, and community leadership	Oversee and guide policies related to donor services including gift acknowledgement, timely fund statements, and support donor stewardship through education, convenings and newsletters	Plan, oversee and approve the Foundation’s financial audit performed by an independent CPA, reviewed and accepted by the board, and made available to the public upon request
Lead evaluation of i) CCF’s President for accountability of the Foundation’s operations; ii) Board Assessment ; and iii) Board member-ship to achieve financial goals	Work with the President to bring substantive programmatic issues to the Board for dialogue	Oversee development of the Foundation’s external presence and brand to promote its civic leadership activities and initiatives using convening, web, social media presence and publications	Maintain financial records and policies related to legal and fiduciary controls over contributions received, gift and fund acceptance policies, etc.
Ensure organization is in good standing with its articles of incorporation, exempt status, IRS compliance	Oversee support for the local nonprofit sector to strengthen it and ensure its effectiveness	Develop a communications and social media policy to guide its use by employees or in foundation communications	