

Executive Committee Standing Rules

Purpose

The Executive Committee is responsible for the overall management of the Foundation and may transact such business as falls within the written, adopted policies of the Foundation, as may be necessary between scheduled Board meetings. It is authorized to make decisions on behalf of the Foundation Board between meetings. It provides policy direction and leadership to all other committees of the COS Foundation. It listens to the needs of the committees and assists them in completing their objectives.

Membership

- The membership of the Executive Committee consists of the following: Foundation President, Vice President, immediate Past President; Treasurer, Secretary, Foundation Director, College Superintendent/President, Investment/Finance Committee Chair, Fund Development Chair, Board Governance Chair, Enterprise Operations Chair, Scholarship Chair, Events Chair, and ex-officio non-voting staff members.
- The committee will establish regular monthly meeting dates.
- A quorum is at least 3 members present at a duly noticed meeting.
- The President will chair each meeting. In the absence of the President, the Vice President will chair the meeting.

Functions/Deliverables

1. Develop the Board agenda with the Executive Director.
2. Provide oversight to the standing committees to be sure they are operating.
3. Participate in the hiring and review of the performance of the Foundation Director in conjunction with the College President.
4. Maintain an active relationship with the College President.

Under review as of 1/2012

Investment & Finance Committee

Standing Rules

Purpose

Provide regular, periodic review of financial policies, procedures and reports by individuals knowledgeable in the financial field. Investment management, and the improvement of overall investment return, is an integral part of the board's area of responsibility. Assure a broad range of diversified investments to provide the cash flow necessary to generate funds to: 1) Support the College and the Foundation's programs; and 2) support sufficient growth opportunity to offset inflation and overtime to enlarge the assets.

Membership

- The committee will be composed of a minimum of ____ members, two of which are the Board President and the Treasurer. The chair may appoint members to the committee who are not members of the Board of Directors, but knowledgeable in the field of finance.
- The committee shall establish regular quarterly meetings. Emergency meetings of the committee may be called by the chairman with 48 hours notice.
- A quorum is at least 3 members present at a duly noticed meeting.
- The Treasurer will serve as the chair of the committee. In the absence of the chair, a board member shall act as chair.

Functions/Deliverables

1. Review and evaluate the investments of the Foundation's financial assets. The committee will authorize purchase and sale of securities, appoint investment advisors and managers, and authorize investments consistent with the goals and objectives of the Foundation as defined.
2. Advise and assist the treasurer in the performance of his/her duties and the management of the financial affairs of the corporation. The Committee shall make a report at each quarterly meeting of the Board of Directors.
3. The committee will prepare an annual budget each year. The annual budget will show all major income and expenses anticipated for the succeeding fiscal year. The budget will be submitted to the Executive Committee for review and recommendation to the full Board of Directors.
3. Ensure that the internal control procedures utilized by the Foundation are satisfactory.
4. Recommends financial policies and procedures covering the various funds controlled by the Foundation.
5. To monitor and evaluate gifts and holdings of investments other than securities and make policy recommendations or specific suggestions to the Executive Committee with regard to the disposition of such investments.
6. Reviews audits.

Under review as of 1/2012

Board Governance Committee Standing Rules

Purpose

Develop and monitor corporate governance policies recognizing that good corporate governance is good business. Among other responsibilities, the committee will provide guidance to the Executive Committee for selecting new board members, provide direction for the orientation of new board members and oversee any needed changes to Foundation bylaws and review timely the Foundation Director's Handbook.

Membership

- The Board Governance Committee will be composed of a minimum of three members including the Board President.
- The committee will establish a regular meeting date at least quarterly.
- A quorum is at least two members present at a duly noticed meeting.
- Chair or Co-chairs may lead the committee and serve for a two-year term.

Functions/Deliverables

1. Develop corporate governance policies for adoption by the full board, including:
 - Criteria for Board Members
 - Composition of the board
 - Conditions for Board Member terminations
 - Leadership succession and development
 - Attendance policy
 - Monetary requirements
2. Provide bylaws oversight to the Board.
3. Develop and review Board policies and procedures, especially those required of non-profits: Conflict of Interest, Donor Confidentiality, Executive Compensation, Expense Reimbursement, Gift Acceptance Policy, Investment, Retention & Destruction, and Whistleblower
4. Identify potential new board members for nomination.
5. Recruit and cultivate prospects.
6. Identify potential officers and recommend slate of officers to the board.
7. Maintain an open-ended list of future qualified board candidates.
8. Assure orientation of new board members.

Committee reviewed 1/5/2012

Fund Development Committee

Standing Rules

Purpose

Provide leadership and organization to ensure efficient and coordinated solicitation of gifts. Increase revenue to assist College of the Siskiyous and its students for both short term needs and long range goals. Build mutually beneficial partnerships between the local business community and College of the Siskiyous with a focus on financial support of college priorities. Evaluate business opportunities for the Foundation that will create a sustainable revenue stream.

Membership

- The committee will be composed of a minimum of six members.
- The committee will establish regular monthly meetings.
- A quorum is at least four members present at a duly noticed meeting.
- A Chair or Co-chairs may lead the committee and serve for a two-year term.
- Reps from Business Development and Event Planning
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Functions/Deliverables

1. Provide leadership and organization to ensure efficient and coordinated donor cultivation and solicitation of undesignated, scholarship and program support gifts.
2. Build mutually beneficial partnerships between the local business community with a focus on financial support of college priorities.
3. Assure on-going stewardship of donors.
4. Develop and maintain a strategic planned giving program aligned with the mission of the Foundation.
5. Provide guidance for all major gifts campaigns.
6. Develop and maintain an alumni council or association.
7. Assure appropriate donor recognition.

Committee reviewed 3/29/2012

Enterprise Operations Committee

Standing Rules

Purpose

Provide oversight to current enterprise operations: Eagle's Nest, COS Extension, and the grant for the Family Development Matrix Outcome Model coordinated with the State of California Health & Welfare Agency Office of Child Abuse Prevention. Evaluate business opportunities for the Foundation that will create a sustainable revenue stream.

Membership

- The committee will be composed of a minimum of seven members.
- The committee will establish regular bi-monthly meetings.
- A quorum is at least five members present at a duly noticed meeting.
- A Chair or Co-chairs may lead the committee and serve for a two-year term.

Functions/Deliverables

1. Ensure an active Eagle's Nest Advisory Committee composed of Foundation Board members, volunteers and staff to recommend appropriate policies and procedures to support the thrift shop.
2. Offer courses of educational or lifelong learning in not-for-credit courses in an appropriate balance between community needs and limitations of College and Foundation resources.
3. Provide fiscal sponsorships to agencies when indirect costs make it financially feasible.
4. Explore new enterprise operations which will create a sustainable revenue stream.

Committee Review 1/24/2012

Scholarship Committee Standing Rules

Purpose

Provide leadership and organization to ensure coordinated solicitations of scholarship gifts, both endowed and annual awards. Plan, staff and host all fund-raising activities for the General Scholarship Fund. Manage and distribute scholarship awards thru an efficient, timely, and fair process; provide financial support to qualified applicants to support their educational pursuits while attending COS.

Membership

- The committee will be composed of a minimum of five members.
- The committee will establish regular meetings.
- A quorum is at least 30% of members of the committee.
- A Chair or Co-chairs, appointed by the Board President, may lead the committee and serve for a two-year term.

Functions/Deliverables

1. Chair develops the agenda for committee meetings and conducts the meetings.
2. Committee ensures coordinated solicitation of scholarships gifts through direct mail, direct asks, or events. Cultivates and stewards donors when appropriate.
3. Develops the annual scholarship budget.
4. Plans, staffs and hosts scholarship fund-raising or recognition events.
5. Recruits appropriate individuals for the Scholarship Readers Committee to review applications and select recipients. Provides notification to Executive Committee and Board.
6. Visits county high schools early in the year to present/discuss COS Foundation Scholarship availability.
7. Assigns representatives to attend high school graduation or award night ceremonies to personally present Foundation Scholarship award notification to awardees.
8. Reviews and updates marketing materials related to scholarships.

Committee reviewed 2/28/2012

Events Committee Standing Rules

Purpose

Provide oversight to various events such as Performing Arts Series, Golf, Craft Fair and donor recognition.

Membership

- The committee will be composed of a minimum of five members.
- The committee will establish regular meetings, minimumally quarterly.
- A quorum is at least three members present at a duly noticed meeting.
- A Chair or Co-chairs may lead the committee and serve for a two-year term.

Functions/Deliverables

1. Annually review Return on Investment/Benefit of all events to provide appropriate balance between events and other Foundation activities.
2. Assure appropriate Foundation board, staff and community volunteers are committed to plan, staff and host planned events.

Performing Arts Series

Mission: To further the education and appreciation of the arts for students and community by:

1. Annually delivering and Performing Arts Series of exceptional quality which will enrich the cultural life of students and the community by expanding the appreciation of the performing arts in Siskiyou County.
2. Supporting outreach efforts to aid local elementary and secondary schools to build art and music programs.
3. Assist the COS Foundation to raise funds to support and enhance dance, drama, fine arts, music and visual arts at the College.

CHAIR (and Committee)

- Responsible for the growth and viability of the Performing Arts Series.
- Develops the Performing Arts Series annual budget.
- Develops agenda's for committee meetings and conducting the meetings.
- Develops program contracts with booking agents, pays taxes and controls hospitality costs.
- Maintains and manages the annual budget.
- Recommends annual slate of programs for annual series.
- Solicits program sponsors.
- Oversees ticket sales.

Term length is dependent on Chair.

Committee meets five – six times per year.

Golf

Mission: Coordinate a golf tournament in which friends of the College are invited to participate and net proceeds are used to support College projects that have been identified by the Foundation.

CHAIR (and Committee)

- Responsible for the growth and viability of the annual golf tournament
- Develops the Golf Tournaments annual budget, maintains and manages budget.
- Develops agenda's for committee meetings and conducting the meetings.
- Develops contracts with local golf resorts.
- Solicits sponsorships.
- Oversees registration of players.
- Reviews tournament and makes recommendations for following year.

Term length is dependent on Chair.

Committee meets five – six times per year.

Craft Fair

Mission: To attract a large audience to the College of the Siskiyou campus annually, while providing volunteer opportunities for students and community members.

- Annually provide an avenue for local crafters to sell hand-crafted, homemade items and a venue for local musicians to perform.
- Provide opportunities for students to participate as volunteers (set-up, clean-up, concessions, kiddie corner activities).
- Assist the COS Foundation to raise funds to support College projects.

Committee reviewed 1/31/2012