

County Advisory Board

Membership: Minimum of fifteen (15) and not more than twenty-five (25). Members shall be representative of the diverse elements and areas of the county.

Assigned staff: Regional Director of Development, or designee

Meets: at least six times per year

Responsibilities:

- Serve as a representing entity of the Community Foundation Alliance, Inc. and be able to relate the mission in its respective county to interested parties.
- Elect the following officers from its membership:
 - President
 - Vice President
 - Secretary
- Nominate two county representatives to the CFA Board (One MUST be a member of the County Advisory Board).
- Appoint and approve, on behalf of the CFA Board, members of the community scholarship committees.
- Meet on a regular basis to approve subcommittee recommendations and business related to designated county.
- Provide leadership within the respective county. This includes educating county residents about the foundation and its ability to serve their charitable interests.
- Maintain adequate membership levels on County Advisory Board and subcommittees.
- Develop and implement long-term goals and objectives for respective county.
- Provide oversight and direction for all standing committees.
- Follow conflict of interest and confidentiality policies.
- Interact with CFA staff and Board on projects.

CAB Subcommittee Policy

The County Advisory Board (CAB) creates subcommittees to accomplish work that needs to be done between meetings. The purpose of full CAB meetings should be primarily to exchange information and make decisions based on recommendations of the subcommittees. It is in the subcommittees that the majority of the CAB's work takes place. They enable sharing of time, talent and treasure and provide for ongoing organizational work and evaluation. Subcommittees assist the

CAB in carrying out its work by:

- Researching issues relative to the respective county and developing well-considered proposals for action;
- Carrying out specific duties on behalf of the CAB;

- Completing operational tasks assigned by the CAB.
- Subcommittees are empowered by the CAB to implement approved plans including the expenditure of funds approved by the CFA Board within each county budget.

General

- Each subcommittee will have a written charge approved by the CFA Board and CAB to guide its work.
- Subcommittees will report to the CAB after each subcommittee meeting in writing. The report will be circulated prior to the CAB meeting and will clearly indicate the response desired from the CAB as follows:
 - Recommendation for CAB action
 - Progress Report – no response needed
 - Request for feedback on an idea or an emerging direction
- Subcommittee Chairs will be appointed by the CAB.
- Subcommittee members, who are not CAB Members, will be ratified by the CAB.
- The CAB may establish different types of committees:
 - CAB Subcommittees (standing committees)
 - Task Force Subcommittees (to accomplish a particular task)
- Subcommittees will be clearly identified as either standing or task force.
- Subcommittee meetings will be open to all CAB Members. (exception: Community Scholarship Committee)
- Subcommittee term limits will be three years.

Job Description – Sub-committee Chairs

- Set the tone for subcommittee work.
- Work closely with county President and staff liaisons to the subcommittee.
- Ensure that subcommittee members have the information they need to do their jobs.
- Oversee the logistics of the subcommittee's operation:
 - Set meeting agendas
 - Lead meetings
 - Ensure recording and distribution of minutes and reports to subcommittee members
- Report to the CAB on subcommittee decisions and recommendations.
- Initiate and lead an annual subcommittee evaluation.
 - Review the subcommittee's accomplishments in relation to its goals.
 - Reflect on areas of the subcommittee's work that need modification and/or improvement.
- Subcommittee chairs are appointed to one-year terms by the CAB.

Nominating Committee

Membership: Comprised of a minimum of three CAB members.

Assigned staff: Regional Director of Development

Meetings: at least annually, and then as needed

Responsibilities:

- Assess the CAB's current composition and identify needs. Review the talents, skills, experience, geographical locations, and personal qualities the CAB and CFA board needs to function smoothly (see attached matrix).

- Search for candidates, who are knowledgeable about the organization, have contacts within the community, can provide financial support, and/or have a desire to join the CAB.
- Cultivate the interest of prospective CAB members. Identify and continuously add to a pool of prospective CAB members. Two to six names is generally a good list to be developing.
- Screen and meet with candidates. Discuss what prospective CAB members need to know; mission, strategic plan, financial condition, corporation structure, committees, board-staff relationships, liability insurance coverage, asset development, time commitment, orientation, board education, etc.
- Submit officer and CAB nominations to CAB in November or as needed.
- Fill at-large vacancies that may occur between elections.

Asset Development Committee

Membership: Comprised of a minimum of three (3) and a maximum of seven (7) current or past CAB members.

Assigned staff: Regional Director of Development

Meetings: at least quarterly, and then as needed

Responsibilities:

- Develops and monitors plans and procedures that involve the entire CAB in fund raising.
- Develops and monitors strategies for involvement and cultivation of major gift prospects.
- Assists in evaluation of potential prospects for increased contribution levels.
- Regularly report the results of development activities to CAB members.
- Serves as a resource on the factors affecting the charitable giving climate of county.
- Develop in conjunction with Marketing/Publicity Subcommittee, annual operating campaign.

Grants Committee

Membership: Comprised of a minimum of five (5) and a maximum of nine (9) members representing a broad diversity of the respective county. At least three (3) members must be CAB members.

Assigned staff: Regional Director, Community Engagement and Impact

Meetings: at least twice per year, and then as needed

Responsibilities:

- Ensure that the grantmaking process is carried out in an equitable and effective manner.
- Abide by CFA Conflict of Interest Policy.
- Make granting recommendations to the CAB and/or CFA Board.
- Plan Grant distribution.

Lilly Endowment Community Scholarship Committee

Membership: Comprised of a minimum of three (3) and a maximum of nine (9) members representing a broad diversity of the respective county.

Assigned staff: Regional Director, Community Engagement and Impact

Meetings: at least three times per year, and then as needed

Responsibilities:

- Develop and review scholarship criteria for the Lilly Endowment Community Scholarship program.
- Develop an ethical and unbiased method for scoring/ranking candidates.
- Review scholarship applications over a short period (approximately 20-40 hours)
- Make scholarship selection based on criteria and the charitable intent of the Lilly Endowment.
- Ensure that the scholarship award process is carried out in an equitable and effective manner.
- Abide by CFA Conflict of Interest Policy and Independent Colleges of Indiana's Recusal Policy.
- Make scholarship award recommendations to the Independent Colleges of Indiana.
- Attend scholarship award presentations

Community Scholarship Committee

Membership: Comprised of a minimum of three (3) and a maximum of nine (9) members representing a broad diversity of the respective county. No members can be a past or present CAB member, nor their close relative.

Assigned staff: Regional Director, Community Engagement and Impact

Meetings: at least twice per year, and then as needed

Responsibilities:

- Make scholarship selection based on criteria and the charitable intent of the fund's founder.
- Develop an ethical and unbiased method for scoring/ranking candidates.
- Review scholarship applications over a short period (approximately 20-40 hours)
- Ensure that the scholarship award process is carried out in an equitable and effective manner.
- Abide by CFA Conflict of Interest Policy and Recusal Policy.
- Make scholarship recommendations to CAB and/or CFA Board.
- Plan scholarship awards presentation.