

Operating Committees

ARTICLE VII

Operating Committees

7.1 Appointment. Operating Committees (either standing or special committees) may be created and abolished by the President or by the Board of Directors, except to the extent that this authority of the President may be specifically limited by a resolution of the Board. Such operating committees shall discharge such responsibility as may be assigned to them. The President, with the approval of the Board of Directors, shall appoint the members of committees from among the Directors, Officers, professional advisors, and friends of the Corporation.

7.2 Tenure, Procedure, and Notice. Each member of a committee shall continue as such until the next annual meeting of the Board of Directors and until his successor is appointed, unless sooner removed. Meetings of an operating committee may be called by the President, the Chairman of the committee or a majority of the committee members. Notice may be given at any time and in any manner reasonably designed to inform the members of the time and place of the meeting. Unless otherwise provided in the resolution of the Board of Directors approving the appointment of the members of the committee, a majority of the whole committee shall constitute a quorum. Except as may otherwise be specifically provided by the Board of Directors, operating committees shall report to the Board of Directors via the President. Each committee may adopt its own rules of procedure, which shall not be inconsistent with the terms of its creation or these By-Laws.

Operating Committee's for 2024-2025

Executive Committee

Objectives: The Executive Committee, when the Board of Directors is not in session, shall have oversight of the management of the Corporation as is delegated to it by the Board of Directors.

Key Roles & Responsibilities:

- Provide organizational direction for the staff and full board.
- Establish board meeting agendas.
- Have the power to act on behalf of the full board with limitations defined in the bylaws.

Time Commitment:

Meetings (8-9 a.m.)

- July 1, 2024
- August 5, 2024
- October 7, 2024
- November 4, 2024
- January 6, 2025
- February 3, 2025
- April 7, 2025
- May 5, 2025

The Executive Committee will be voted on during the full board meeting in June. Positions include President, 1st Vice President, 5 Vice Presidents, Secretary, CFO, and past president.

Gala Committee

Objectives:

Organize and execute a successful fundraising event that celebrates the achievements of the College, engages the community of supporters, and raises funds to benefit students.

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Key Roles & Responsibilities:

- Develop the overall theme and concept for the annual fundraising event.
- Create a detailed budget for the gala, including all anticipated expenses and potential revenue.
- Ask businesses and individuals to financially sponsor the event and provide auction items.
- Be available the day before and the day of the event to set up and decorate.
- Select the Outstanding Alumni to honor at the event.
- Determine run of show, set-up, select vendors, and help promote the event.

Time Commitment:

Meetings (9-10 a.m.)

- November 13, 2024
- January 8, 2025
- March 12, 2025
- May 14, 2025

Finance Committee

Objectives:

This committee is responsible for developing sound investment policies and ensuring that the policies are implemented effectively and efficiently. This committee will monitor the management of the funds and evaluate the performance of the investments. Review the finance policies, annual budget, financial reports, audit, and other financial related items and make recommendations to the Board of Directors.

Key Roles & Responsibilities:

- Determine the risk tolerance and investment horizon of the Foundation's assets.
- Regularly review investment performance and asset allocation.
- Establish and evaluate reasonable and consistent investment objectives, policies and guidelines which will direct the investment of the Foundation's assets.
- Periodic and annual review of budget and financial reports.
- Review and recommend budget and financial reports to the Board of Directors.
- Select an auditor and review the Audit and 990s.
- Review and revise financial policies and procedures.

Time Commitment:

Meetings (4-5:30 p.m.)

- August 15, 2024
- November 21, 2024
- February 20, 2025
- May 15, 2025

Scholarship Committee

Objectives:

To optimize the financial support provided to students through the Foundation's scholarship program, this committee will:

Key Roles & Responsibilities:

- Review guidelines for scholarships and update as needed.
- Review existing scholarships and solicit new scholarship donors.
- Review scholarship applications and assist the College Scholarship Committee with the selection of recipients.

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- Assist with the stewardship of existing scholarship donors including planning the annual scholarship reception.

Time Commitment:

Meetings (8-9 a.m.)

- July 8, 2024
- September 9, 2024
- October 14, 2024
- April 1-30, 2025 – Review and rank scholarships online. This can be done at your convenience.

Alumni Committee

Objectives:

Engage alumni purposefully, personally, and professionally in a mutually beneficial relationship that generates meaningful connections and strengthens the community.

Key Roles & Responsibilities:

- Provide planning and guidance to grow grassroots fundraising efforts, while encouraging alumni giving participation.
- Organizing networking events, reunions, and other social gatherings.
- Provide direction to engage with the alumni base.
- Participate in strategic planning to help shape the future direction of the program .

Time Commitment:

Meetings (4-5:30 p.m.)

- July 23, 2024
- October 22, 2024
- January 28, 2025
- April 22, 2025