



BOARD COMMITTEE DESCRIPTIONS

Executive Committee

The Executive Committee shall have and exercise the authority of the Board of Directors in the management of business between meetings of the Board. The Executive Committee shall have all authority of the Board of Directors except as otherwise limited by the Board of Directors, but in no event may the Executive Committee act to elect members of the Board of Directors or Officers of the Foundation. All action taken by the Executive Committee shall be communicated to the Board of Directors immediately following each of the Committee meetings. Specific responsibilities include:

- Responsible for conducting Foundation business between Board of Directors meetings.
- Responsible for assuring integrity, accountability and quality of Foundation work.

The Executive Committee shall be comprised of and limited to the officers of the Foundation elected from the members of the Board of Directors, and shall consist of a Chair of the Board, Immediate Past Chair of the Board, Chair-elect, Vice-Chair/Treasurer, Chairmen of Standing Committees and Member(s) at Large. This Committee meets every two months, one week before each full Board of Directors meeting.

Finance Committee

The Finance Committee shall be responsible for the management and investment of money and all other financial aspects of the Foundation and shall regularly report to the Board of Directors. This Committee is responsible for the oversight of both operational and investment financial matters and for long-range financial planning.

Specific tasks include:

- Review monthly financial statements.
- Review the annual audit and annual 990.
- Review and recommending the annual budget to the Board of Directors.
- Oversight of invested and endowed funds.
- Develop long-range plans for fund development.
- Oversight of fundraising events and other activities.
- Recommend financial policies and policy revisions to the Board of Directors.
- Train and advising Board members in matters of financial development.
- Oversight of resource allocation to support OCPS in providing quality education.

The Finance Committee is composed of members and non-members of the Board of Directors. The Treasurer serves as Chair, and the Chair of the Board of Directors is an ex-officio Committee member. This Committee meets monthly, alternating between in-person meetings and conference calls.

Board Development Committee (Governance)

This Committee is responsible for the overall structure and composition of the Board of Directors of the Foundation to ensure adequate representation of all stakeholders. The Board Development Committee prepares the slate of new board members and the slate of officers for Foundation elections, plans for board training, assists Committees in finding new members and assists the Board as needed in the recruitment of expertise for special assignments and Committees.

Specific responsibilities include:

- Review and recommend changes to the by-laws and policies as needed.
- Conduct annual Board self-assessment every two to three years.
- Participate in individual board member annual meetings to review previous year's contributions and commitments for the coming year.
- Analyze current Board membership and identifying areas of strength and weakness.
- Review Board members job description and Committee responsibilities.
- Coordinate recruitment of new Board members for nomination and preparing slate for election at the Foundation's Annual Meeting.
- Prepare the slate of officers for election at the Foundation's Annual Meeting.
- Develop and coordinating the new Board member orientation program.
- Assist other Board Committees with recruitment of volunteers and non-Board members.
- Evaluate the nominating process and providing expertise to the board as needed.

Its membership is composed of and limited to members of the Board of Directors. The Chair of the Board Development Committee is the Chair-Elect. This Committee meets quarterly or as needed.

Alumni Relations Committee

Established during the district's 150th anniversary year, this Committee is responsible for developing and implementing strategies that will engage and motivate OCPS alumni to reconnect with and support their schools, one another, and the district. Oversight and support of the Super Scholars Success Initiative, a network of young alumni who attend or have attended Top 20 colleges and universities, will become part of this Committee's work in the coming years.

Its membership is composed of members and non-members of the Board of Directors. Because of the nature of the Committee's responsibilities, we actively seek out alumni (individuals who attended at least one OCPS school for at least one year, or those who have graduated from an OCPS high school) to participate in this Committee regardless of their Board membership status. The Committee meets quarterly.

Community Outreach Committee

This Committee is responsible for identifying and collaborating with Community Outreach Schools to implement targeted and strategic community engagement solutions that fill resource gaps. The Committee and staff identify Community Outreach Schools annually by using the Five Star Schools framework for community engagement as well as school grades and input from district leadership.

Specific responsibilities include:

- Work with staff and district leadership to identify Community Outreach Schools.

- Meet with principals at identified schools to determine specific needs as well as strengths.
- Assist with development and implementation of targeted community engagement solutions.
- Review data to evaluate effectiveness of implemented solutions.

This Committee's membership is composed of members and non-members of the Board of Directors. The Committee is chaired by a member of the Board of Directors. The Committee meets monthly during the school year.

***FORE OUR SCHOOLS* Golf Tournament Committee**

This Committee is responsible for the overall planning and sales for the Foundation's annual golf tournament. Primary responsibilities include:

- Create event budget.
- Select venue.
- Oversight of planning process.
- Identification of prospect sponsors and package sales.
- Hosting at the tournament.
- Event evaluation.

Its membership is composed of members and non-members of the Board of Directors. The Committee is chaired by a member of the Board of Directors; special permission may be granted for a non-member to chair the Committee. The Committee meets monthly from June to September.

Philanthropic Development Committee

The Philanthropic Development Committee is responsible for oversight and strategies for fundraising, outside of the Foundation's special events. Primary objectives of this Committee include:

- Serve as advisory group
 - Recommend fundraising policies and goals to the Finance Committee.
 - Develop annual campaign structure
 - Identify prospects (potential donors) for Philanthropic Strategic Plan and other initiatives
 - Assess Board training needs around fundraising
- Serve as liaison to Board of Directors
 - Work with Board members on their contacts, associates, and peers who are prospects for gifts. Board members can help with fundraising by introducing prospects to staff and other board members as appropriate. Committee members can reach out to board members to help staff with this.
- Fundraising
 - Educate this Committee, and through this Committee, the board, on philanthropy strategy and skills.
 - Committee members can help coordinate prospect management by taking on some prospects to work with (and eventually making the ask) and asking board members to do the same.

- Go on calls with board members and staff, as appropriate, to talk with prospects.

Its membership is composed of members of the Board of Directors and non-board members. The Committee is chaired by a member of the Board of Directors. This Committee meets quarterly.

Scholarship Review Committee

This Committee is responsible for reviewing scholarship applications to ensure they meet criteria for awards and, when requested, recommend candidates for selection. As scholarship funds are established, staff will work with funders to identify candidate criteria and determine the selection process. If the funder so desires, this Committee will be activated to provide support as described above.

This Committee's membership is composed of members and non-members of the Board of Directors. The Committee is chaired by a member of the Board of Directors. The Committee meets as needed, particularly from January through April, to review scholarship candidates. Foundation staff will also keep Committee members informed regarding new scholarships as they are created to ensure there is sufficient time to review candidates.

SCHOOL SPIRIT RUN Committee

This Committee is responsible for the overall planning and sales for the Foundation's School Spirit Run at SeaWorld. Primary responsibilities include:

- Create event budget.
- If needed, select venue. (NOTE: SeaWorld intends to host for the foreseeable future.)
- Select and coordinate with run event vendor.
- Oversight of planning process.
- Identification of prospect sponsors and package sales.
- Hosting at the tournament.
- Event evaluation.

Its membership is composed of members and non-members of the Board of Directors. The Committee is chaired by a member of the Board of Directors; special permission may be granted for a non-member to chair the Committee. The Committee meets monthly (as needed) from August through January; the event is held in February.

TOP TALENT LIVE Committee

This Committee is responsible for the overall planning and sales for the Foundation's annual Top Talent competition, which showcases student talent in the performing and visual arts and raises funds for the Foundation and arts programs. Primary responsibilities include:

- Create event budget.
- Select venue.
- Oversight of planning process.
- Identification of prospect sponsors and sponsorship solicitations.
- Hosting at the event.
- Event evaluation.

Its membership is composed of members and non-members of the Board of Directors. The Committee is chaired by a member of the Board of Directors. The Committee meets monthly from November to May, and every two months from September to April or May (depending on event date).