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## Board Member Job Description

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### MEETINGS

Cedar Falls Community Foundation Board meetings are held quarterly on the last Thursday of January, April, July and October. Executive Committee meetings are held February, March, May, June, August and September. Board members are expected to attend all meetings, preparing by reading the board packet sent in advance. Board members are expected to actively participate in discussion and decision-making. Unavoidable absences may be reported in advance of the meeting to the board secretary. A majority of the voting board members constitutes a quorum at any meeting of the board.

Annual election of board members takes place at the Annual Meeting which is held in April each year. Board members hold their position for three year terms and may be re-elected to successive terms.

### COMMITTEES

Every member of the Board is assigned to a working committee and is expected to give thoughtful consideration to the business of the committee and their role in advancing the work of the committee and the Board. Board members are expected to attend all meetings of their committee and respond to committee e-mails promptly.

**The Finance Committee** is tasked with overseeing the investments of the Foundation, reviewing the Investment Manager, developing the annual budget, and providing board education as needed on matters pertaining to this committee's purview.

**The Public Relations Committee** is tasked with oversight of publicity during the year (all media and outlets), working with the Executive Director. This Committee is responsible for all aspects of the Peter Melendy Community Builder awards ceremony, including solicitation of nominations, recipient choice, publicity including pre, post and filming during event, printed materials, award engraving, maintenance of the Peter Melendy award plaque, venue choice, working with caterer, and post event thank you notes.

**The Stakeholder Relations Committee** is responsible for implementation of the Donor-Centered Asset Development Plan (approved 25 February 2016), specifically the identification of prospective donors, offer to assist prospective donors with achieving their charitable goals, and education of prospective donors on community issues and needs.

### COMMUNITY COMMITMENT

Board member's will have a personal and professional commitment to ethical philanthropy to reinforce and enhance the identity, social efficacy, and continuing philanthropic effectiveness of the Cedar Falls Community Foundation to help meet existing and evolving needs in Cedar Falls.

Through engagement and interactions with other community organizations, Board members will seek to identify community needs and find ways for the Cedar Falls Community Foundation to collaborate to fill those needs.

Board members will be active ambassadors for the Foundation, raising funds, raising awareness, identifying potential partners and future board members.

**PERSONAL RESOURCES**

Through interactions with local fund advisors, trust departments, law firms, and community groups, the Board President will seek to educate the community on the Foundation’s intent to serve many donors and to raise widespread support from private donors with diverse charitable interests.

All Board members will embrace the Foundation’s asset development plan and will become active fundraisers for the Foundation.

100% Board participation is expected in annual giving to the Cedar Falls Community Foundation at whatever level each board member is able. Ideally the Cedar Falls Community Foundation will be one of the top three organizations a board member supports with their annual charitable giving.

Expected contribution this year: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_