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Board Member Responsibilities

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The CFCF is a volunteer driven organization, and the participation of its board members is critical to its success. It is imperative that board members embrace the job description below.

ATTEND BOARD MEETINGS

Regular full board meetings are scheduled quarterly in the months of January, April, July, and October on the last Thursday of month at 3:00p.m. You are expected to build your calendars around these meetings and come prepared to actively participate.

BE AN ACTIVE PARTICIPANT ON COMMITTEES

You will be asked to be a member of one or more committees that oversee the operation and management of the Foundation. Your active participation is critical to the success of the Foundation. Regular committee meetings are scheduled monthly. (A summary of current committees is maintained in a separate document.)

COMMIT TO THE COMMUNITY

You will be expected to use your contact network (and other networks) to be active ambassadors for the Foundation, raising funds, raising awareness, identifying potential partners and future board members.

MODEL PHILANTHROPY TO THE FOUNDATION

Board members are expected to make an annual unrestricted gift to support the operation of the Foundation. We encourage you to become a member of the Founders Club with a gift of \$3,000 (paid over three years if needed). You may also be asked to support other opportunities including:

- Special campaigns by making a leadership gift to these efforts.
- Contributions to Foundation fund(s) of personal interest.

Your securing of grants or corporate gifts to the Foundation may satisfy these expectations.

Committee Responsibilities

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 Community Builder Celebration, including solicitation of nominations for the Melendy Spirit Award, recipient choice, publicity including pre, post and filming during event, printed materials, award engraving, maintenance of the Melendy award plaque, venue choice, working with caterer, and post event thank you notes.

The Community Enhancement 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.

BENEFITS

Serving on the Cedar Falls Community Foundation Board of Directors benefits both the Community Foundation and you! During your time on the board you will experience ways to

- Increase networking opportunities
- Enhance your resume
- Make a difference in our community

Signature: _____

Date: _____