**Foundation for Foster Children**

*Based on FFC Bylaws Edited on 6.8.23*

**Officer Roles:**

1. **President** - Provides general oversight of the corporation, presides over board and executive committee meetings, and has additional powers as prescribed by the board.

2. **President-Elect/Vice President** - Assists the president, performs duties in the president’s absence, and supports leadership transition.

3. **Secretary** - Maintains corporate records (excluding financial records), reviews board meeting minutes and ensures meeting notices are sent as required.

4. **Treasurer** - Oversees corporate funds and financial records, ensures accurate financial reporting, and supports financial health assessments.

5. **Immediate Past President** - Assists the president, supports governance transitions, and provides continuity in leadership.

**Officer Deliverables:**

1. **President**

* Annual Board Meeting Agenda & Reports – Prepare and lead board meetings, ensuring all key items are covered.
* Strategic Plan Oversight – Ensure the organization aligns with its mission and strategic goals.
* Executive Director Supervision Report – Work closely with the Executive Director, providing oversight and guidance.
* Board & Committee Leadership Coordination – Oversee committees and ensure they meet their deliverables.
* Official Organizational Communications – Represent the foundation in official matters and external engagements.
* Annual Report to the Board – Summarize progress, challenges, and future goals.

2. **President-Elect/Vice President**

* Leadership Transition Plan – Prepare to assume the President's role by shadowing and assisting.
* Support for Committees & Special Initiatives – Assist in committee work and strategic projects.
* Substitute Leadership Reports – Step in when the President is unavailable and document key actions taken.
* Governance & Policy Review – Assist in reviewing and updating governance policies as needed.

3. **Secretary**

* Official Board Meeting Minutes – Ensure accurate and timely documentation of board meetings, including motion logs.
* Corporate Records Management – Maintain official records, including bylaws and policies.
* Meeting Notices & Communications – Ensure proper notification of board and committee meetings.
* Compliance Documentation – Ensure the organization adheres to record-keeping legal requirements.

4. **Treasurer**

* Annual Financial Report – Provide a comprehensive summary of the foundation’s financial health.
* Budget Oversight Report – Work with the Finance/Audit Committee to develop and monitor the budget.
* Quarterly Financial Statements – Present financial updates to the board.
* Audit & Tax Compliance Reports – Ensure the organization meets audit and tax filing requirements.
* Risk & Investment Review – Assess financial risks and advise on investment strategies.

5. **Immediate Past President**

* Governance Transition Plan – Support the incoming President in adjusting to their role.
* Board & Leadership Mentorship Reports – Provide ongoing mentorship to board members.
* Special Projects & Initiatives Support – Assist in strategic initiatives as needed.
* Historical Board Records & Knowledge Transfer – Ensure continuity by sharing past board knowledge and practices.

**Committee Roles and Membership:**

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| 1. **Executive Committee** - Handles business affairs between board meetings, reviews strategic plans, and ensures program effectiveness.
* Membership: Composed of corporate officers (President, Vice President, Treasurer, Secretary, Immediate Past President). Also includes committee chairs from the standing committees. The President serves as the Chair of this committee.
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| 1. **Finance/Audit Committee** - Develops the annual budget, monitors financial health, and oversees audits, financial controls, and risk management.

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| * Membership: The Treasurer serves as the Chair. The President-Elect or Vice President is a member. The President may appoint additional members.
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| 1. **Management Committee** - Manages operational risks, ensures compliance with bylaws, reviews board policies, and assesses board performance.
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| 1. **Planning Committee** - Recruits and nominates board members, supports leadership succession planning, and coordinates board development.
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| 1. **Personnel/Grievance Committee** - Develops personnel policies, conducts the executive director’s performance assessment, and determines executive compensation.
* Membership: President of the Corporation (Chair of the committee). Chairs of the Finance/Audit and Management Committees. Additional members appointed by the President.
1. **Advisory Committees (as needed)** - Provide advice and input on specific topics but do not have board authority.
* Membership: The President appoints the Chair. Members may include board members and external experts. Serve at the pleasure of the Board of Directors.
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**Committees and their Deliverables**

1. **Executive Committee**

* Annual Review of Strategic Plan – Ensure the ten-year strategic plan aligns with the organization's mission.
* Effectiveness Evaluation Report – Assess and communicate program effectiveness.
* Interim Decision-Making Documentation – Handle urgent business matters between board meetings and report actions taken.
* Periodic Reports to the Board – Summarize strategic initiatives and key decisions.

2. **Finance/Audit Committee**

* Annual Budget Proposal – Develop and submit a budget for board approval.
* Financial Health Assessment Reports – Regularly review financial reports, internal controls, and risk factors.
* Audit Review Report – Oversee and evaluate external audits.
* Regulatory & Tax Compliance Review – Ensure adherence to financial regulations and tax requirements.
* Risk Management Recommendations – Identify financial risks and propose mitigation strategies.

3. **Management Committee**

* Annual SWOT/Risk Analysis Report – Assess strengths, weaknesses, opportunities, and threats.
* Operational Risk Resolution Plan – Identify and resolve risks raised by the Executive Director.
* Insurance Coverage Review – Evaluate and confirm proper coverage.
* Governance Compliance Review – Ensure adherence to bylaws and board policies.
* Annual Board Performance Report – Assess board effectiveness and participation.

4. **Planning Committee**

* Board Recruitment Strategy – Identify and engage potential board members.
* Annual Slate of Nominees – Develop a list of board directors and officers for elections.
* Leadership Succession Plan – Ensure continuity in board leadership.
* Board Training & Development Program – Provide orientation and ongoing education.
* Annual Board Retreat Planning – Organize and facilitate leadership workshops.
* Board Member Job Descriptions – Define roles and expectations.
* Re-Election Status Review – Assess current board members' interest in continuing service.

5. **Personnel/Grievance Committee**

* Executive Director Annual Performance Assessment – Conduct quarterly evaluations and propose professional development plans.
* Compensation Benchmark Report – Ensure fair and reasonable salary structures based on market data.
* Grievance Resolution Reports – Address personnel and non-personnel complaints.
* Employee Policy Updates – Maintain and update personnel policies.
* Annual Compensation Proposal – Present salary and bonus recommendations for board approval.

6. **Advisory Committees (As Needed)**

* Subject-Matter Reports – Provide insights and recommendations on specific initiatives.
* Stakeholder Feedback Summaries – Gather and analyze input from relevant experts and community members.
* Periodic Advisory Recommendations – Support board decision-making with expert opinions.

**General Committee Procedures**

* All committees must follow board meeting rules for:
	+ Notice requirements.
	+ Quorum and voting procedures.
	+ Record-keeping.
* No committee has the authority to:
	+ Fill board vacancies.
	+ Amend the bylaws.
* Each committee must have at least two members, and the chair plus a majority of members must be board members.