



## The Hudson Valley Community College Foundation

### OUR MISSION

The mission of the Hudson Valley Community College Foundation is to foster enduring relationships that build advocacy and support of Hudson Valley Community College.

### BOARD OF DIRECTORS: EXPECTATIONS AND RESPONSIBILITIES

#### **Position Overview:**

The Board of Directors is responsible for the business affairs of the Foundation according to its bylaws. The Foundation is organized and operates exclusively for such charitable, scientific, and educational purposes as may qualify it for tax exempt status under Section 501(c) 3 of the Internal Revenue Code. As a member of the Hudson Valley Community College Foundation Board of Directors, you assume responsibility for ensuring that the organization advances its mission and objectives. This shall include:

#### Service

- To be informed of the Foundation's mission, strategic plan, policies and programs.
- To prepare for, attend and participate in Board meetings.
- To serve on one Board Committee.
- To bring a sense of humor to the Board's deliberations.
- To apply obedience to the law and to the governance documents, and a duty of care and loyalty to the organization.
- To be willing and accessible to board and staff to share personal/professional area of expertise.

#### Policy and Planning

- To participate in the development and establishment of policies through which the work of the organization is accomplished.
- To suggest policy-related agenda items for meetings and ask timely and substantive questions, while supporting the majority decision on matters decided by the Board.
- To participate in the development of policy, long-range strategic plans, and annual goals and objectives.
- To identify changing stakeholder interest and build stakeholder investment.

#### Finances

- To ensure the organization's long-term financial stability and integrity.
- To adopt an annual budget for the organization.
- To ensure that periodic audits of the organization's finances are conducted and otherwise assist the Board to fulfill its fiduciary responsibility.
- To manage the organization's assets and endowment.
- To monitor the performance of the organization's investment manager and to develop and implement an investment policy.

## Development

- To raise restricted and unrestricted contributions for Hudson Valley Community College.
- To ensure the adequacy of resources to effectively meet the organization's current needs and its long-term financial solvency.
- To understand and support the organization's fund development efforts.
- To use every opportunity to heighten the profile of the organization in the community and to its members/constituents.
- To encourage other Foundation board members to be first among all constituents to be aggressive ambassadors, solicitors and donors.
- To assume a leadership role and to be a donor to extent of capacity in annual giving, planned giving and capital giving programs. All board members (100 percent) are expected to donate to the Foundation's Annual Fund, and Board members are encouraged to donate at the President's Circle level. In addition, all board members (100 percent) are expected to work on the Foundation's Annual Fund campaign.
- To be aware of individuals, businesses and firms who need the institution as a resource. To invite those individuals into a close relationship to the institution by working with development staff in identifying and introducing the Foundation and the college to at least two new potential supporters a year. This could involve attendance at prospect review/assessment sessions.
- To attract at least \$1,000 in gift commitments to the Foundation each year. Strategies for cultivation and solicitation could include the following and should be implemented in conjunction with the development office:
  - As the lead member of a team, to successfully solicit a gift commitment from a donor of \$1,000 or more in support of college and Foundation priorities. The donor could be a new donor or a previous supporter, and could be an individual, corporation, private foundation or community organization. The gift could be part of a larger multi-year pledge.
  - To successfully solicit leadership donors to the Foundation's annual fund.
  - To engage at least three couples (non-donors) in a high-level selected dinner party in your home, or elsewhere, with the college president, or to host a weekday cultivation event for business colleagues at your place of business.
  - To successfully solicit an individual for a bequest or comparable deferred gift.
- To engage in other activities that significantly enhance the visibility and viability of the college and the Foundation's fundraising programs.

## Advocacy

- Members are expected to advocate within the community on behalf of the Foundation and Hudson Valley Community College. Advocacy may include sharing information about the Foundation and college at appropriate events, cultivating and soliciting prospects and donors, writing letters of support for Foundation initiatives, meeting with political dignitaries, etc.

## Integrity

- To maintain independence and objectivity and serve with a sense of ethics and personal integrity.
- To fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest; or information of fact that would have significance in Board decision-making.

- To exercise the powers invested for the good of all members of the organization rather than for personal benefit, or that of any entity you represent.
- To respect the confidentiality of sensitive information known due to Board service.
- To respect the diversity of opinions as expressed or acted upon by the Board, its committees and membership, and formally register dissent as appropriate.
- To promote collaboration, cooperation, and partnership among the organization's members.

Assessment and Board Development

- To participate in the Board's periodic assessment of its own performance and recommend improvement in such areas as composition, organization, tenure, retention, and responsibilities.
- To help in the identification and cultivation of prospective Board members.

**DESIRED SKILLS AND ATTRIBUTES**

- Belief in the Foundation and college mission, philosophy, and goals.
- Interest in the objectives and programs of the organization.
- Willingness to devote time and share professional expertise with the Foundation.
- Willingness to be a Foundation representative by encouraging business and community leaders to visit, learn about, and become involved with the college and its students.
- Critical thinking, active listening, and ability to communicate effectively.
- A respected citizen of the community.
- Desire to fundraise.

**TIME COMMITMENT**

- Three-year term of service.
- Attendance at a minimum of 66 percent of board meetings. The Board meets six times per year.
- Service on at least one board committee.
- Preparation time for board and committee meetings.
- Attendance at major functions and orientations.
- 20-40 hours of time each year

I promise to do my best to accomplish these goals and objectives during the coming year. I also agree to be thoughtfully evaluated upon my successful completion of these goals.

\_\_\_\_\_  
Board Member *(please print or type)*

\_\_\_\_\_  
Foundation President

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*signature*

date: \_\_\_\_\_

date: \_\_\_\_\_