

# **HOUSTON CITY COLLEGE FOUNDATION**

## **GUIDANCE FOR NON-BOARD MEMBER PARTICIPATION ON COMMITTEES**

### **Guidance for Non-Board Member Participation on Board Committees**

In order to incorporate a broad range of perspectives and people into the governance of Houston City College Foundation (HCCF), our governing documents allow Committees—with the exception of the Executive Committee—to consider adding non-board members. All non-board members, upon approval by the Board, will automatically become members of the Ambassadors of the Foundation and will be identified as such. Non-board members will serve as voting members of their respective Committee.

The Board must formally approve all non-board committee members before they begin their service.

There is a job description for Committee members; please see the job description for more details.

### **Considerations for Adding Non-Board Members**

Adding non-board committee members may help to:

- Create an opportunity for HCCF members to share their talents and participate when they cannot commit to full-time board participation;
- Provide committees with a broad set of perspectives, skill sets, organization types, etc.;
- Expand committee capacity; and
- Provide an opportunity for high-priority future board members to better understand HCCF.

### **Process for Adding Non-Board Members**

The Board will formally approve non-board members, allowing for the possibility of approval at any time throughout the year, as part of its annual committee assignment process. When non-board members are approved to serve on a Committee outside of the annual meeting, their one-year term will commence either on the next September 1 or upon approval, whichever comes later. Following the commencement, they will serve a full one-year term from that starting point. Board members will work closely with the Board Relations Committee to identify and suggest non-board members who are appropriate for specific committees. Committees can also suggest members by contacting the Chair of the Board Relations Committee. The Board Relations Committee recommends prospective Committee members to the Board for approval.

The Board Relations Committee will be in-charge with the formal assignment of recruiting and vetting potential non-board members before presenting them to the Board for approval.

### **Expectations and Eligibility for Non-Board Members**

- Non-board members must support HCCF's Mission and Vision.
- Non-board members must understand the time constraints and deadlines of the Committee(s).
- Non-board members will be required to sign the annual HCCF Conflict of Interest and Committee Member Job Description.
- Non-board members will serve one-year terms and be eligible for renewal up to six one-year terms.