

**HOUSTON COMMUNITY COLLEGE FOUNDATION**  
**BOARD RELATIONS COMMITTEE CHARTER**

This Charter sets forth the responsibilities of the Houston Community College Foundation's Board Relations Committee (Committee).

**I. Purpose**

This Committee of the Houston Community College Foundation (Foundation) is established to support the Foundation's Board of Directors (Board) in fulfilling its responsibility to identify candidates to serve as Officers and Directors of the Foundation.

The Committee's activities and recommendations shall include but are not limited to:

- Determine the most effective composition of the Board;
- Attract and recruit directors;
- Evaluate and recommend an effective slate of Officers;
- Orient, train, organize, motivate and assess Directors' performance.

**II. Responsibilities**

The responsibilities of the Committee are a continuum of practices and policies that begins with an understanding of the board's present and future needs for talent and is consistent with the mission of the Houston Community College (College) and the Foundation. This Committee is charged by the Board with the responsibility to:

- a. Design the board composition to be diverse and inclusive and effective considering the following:
  - i. The terms of service of current directors and each individual's gender, ethnic, geographic, educational, occupational and industry background;
  - ii. For-profit and nonprofit experience, specific expertise and board or governance experiences;
  - iii. Functional expertise and reputation;
  - iv. Confidential assessment of personal giving capacity and giving history;
  - v. Each Director's personal and occupational sphere of influence;
  - vi. Ability and willingness to assist in generating financial support for the Foundation via personal means and/or by serving as a connector to potential beneficial relationships within the community and region.
- b. Develop a statement of criteria, to serve as a screening tool, to generate an understanding of what attributes are essential.
- c. Develop and manage a network of new Director candidates:
  - i. Build and screen the pool;
  - ii. Cultivate and ask candidates;

- iii. Make recommendations to the Executive Committee; and
  - iv. Final recommendations would go to the Board for approval according to its voting procedures.
- d. Develop and manage an orientation program for new Directors.
    - i. Provide a briefing package;
    - ii. Implement a formal orientation program; and
    - iii. Provide essential tools.
  - e. Review Board member performance on an annual basis to ensure alignment to the HCC Foundation Board Member Job Description including but not limited to giving and attendance expectations.
  - f. Review and recommend updates to the HCC Foundation Board Member Job Description on an as needed basis.
  - g. Determine re-nominations of sitting Directors in conformance with paragraph (a) above.
  - h. Recommend candidates to fill vacancies as a result of the resignation or removal of an Officer or Director in conformance with paragraphs (a) through (c) above.
  - i. Anticipate future Board leadership and recommend the slate of officers to the Executive Committee for their review. Final recommendations would go to the Board for approval according to its voting procedures.

### **III. Membership**

The membership of the Committee shall consist of at least four voting members, all of whom shall be members of the Board of the Foundation. The Chairman of the Board serves as a voting committee member. All committee members shall be independent directors free from any relationship that, in the opinion of the Board, would interfere with his or her exercise of independent judgments as a member of the Committee. An appointment to the Committee should reflect and acknowledge exceptional board service. Members of the Committee shall serve at the pleasure of the Board and shall be appointed to, and removed from, the Committee by the Board. Members are appointed for one-year terms, commencing September 1; with the exception of the Committee Chair who will serve for a two-year term. The Foundation President shall also serve on the Committee in a non-voting ex-officio capacity.

### **IV. Meetings**

The Committee shall hold regular meetings pursuant to the Foundation's governing documents. Special meetings of the committee may be held upon the call of the Committee Chair or Chairman of the Board, at any time that the attendance or consent of at least a majority of the committee can be obtained. Meetings may be in person or virtual.