

HOUSTON COMMUNITY COLLEGE FOUNDATION
FUNDRAISING COMMITTEE CHARTER

This Charter sets forth the responsibilities of the Houston Community College Foundation's Fundraising Committee.

I. Purpose

The purpose of the Fundraising Committee (Committee) is to achieve the Houston Community College Foundation Board of Directors' (Board) philanthropic mission and goals by ensuring maximum private support to the Houston Community College Foundation (Foundation). The committee provides:

- i. Leadership in fundraising through personal gifts, the cultivation and solicitation of others who can make gifts, and overseeing the Board's personal giving to the Foundation.
- ii. Leadership, guidance, and oversight for fundraising policies and the Foundation's annual fundraising plans.
- iii. Advice and counsel to the Foundation's staff and to the Houston Community College (HCC) on attracting private support to HCC.
- iv. Advice and counsel on the viability and feasibility of private support for specific HCC projects.
- v. Leadership for Foundation sponsored events, campaigns and appeals such as the biennial gala.
- vi. Advice and counsel to Foundation's approved Giving Circles and Recognition Societies.
- vii. Advice and counsel to HCC authorized Affinity Groups who are in compliance with the Memorandum of Understanding with the Foundation (HCC Affinity Groups).

II. Responsibilities

- i. Supports the Foundation's staff and assists the Board with fundraising policies, plans, strategies, campaigns, events, and appeals that advance the mission and vision of the Foundation.
- ii. Provides oversight to the case(s) for support, the resources required to carry out the mission, plans for cultivating and soliciting private funds, fundraising involvement, and best practices for donor cultivation, stewardship and retention.
- iii. Develops policies, as necessary, related to solicitation, acceptance, receipt, acknowledgement, stewardship and recognition of financial support and forward recommendations to the Board.
- iv. Assists the Foundation's staff in cultivating, soliciting and stewarding key gifts and commitments, including the identification of individuals and organizations to approach for leadership-level gifts.

- v. Provides feedback to the Foundation's staff on donor satisfaction regarding the use, impact, and stewardship of gifts.
- vi. Identifies campaign leaders who are critical to the success of a campaign, event or appeal.
- vii. Participates in engagement and cultivation events hosted by HCC such as the State of the College.
- viii. Hosts cultivation and solicitation events such as the Foundation's biennial gala.
- ix. Provides fundraising feasibility evaluations of HCC funding priorities and makes recommendations to the Board.
- x. Provides leadership, advice, counsel, and governance of approved Giving Circles and Recognition Societies and makes recommendations to the Board for any changes.
- xi. Provides leadership, advice, counsel, and governance to the HCC Affinity Groups and makes recommendations to the Board for any changes.

III. Membership

The membership of the Committee shall consist of at least five voting members, all of whom shall be members of the Board of the Foundation. The membership shall be comprised of:

- i. Committee Chair, who also functions as the Foundation's Vice Chair of Fundraising.
- ii. Committee Vice Chair, who serves in the absence of the Committee Chair and as a liaison to HCC Affinity Groups.
- iii. Three other members of the Board.
- iv. Can include non-Board members who serve as voting committee members only.
- v. The Chairman of the Board who serves as an additional 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 judgment as a member of the Committee. Members of the Committee 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. No member of the Committee may in the current fiscal year or in the previous fiscal year have been associated in the capacity of a full-time employee or of compensated officer of Houston Community College or the HCC Foundation. Nor may any member of the Committee accept, either directly or indirectly, any consulting, advisory, or other compensatory fee from the Foundation.

IV. Authority

The Committee may not act on behalf of the Board unless otherwise delegated specific authority by the Board above and beyond the scope of authority described within this Charter.

V. Meetings

The Committee shall hold quarterly 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.