

**HOUSTON CITY COLLEGE FOUNDATION BOARD  
BOARD MEMBER JOB DESCRIPTION  
AS OF APRIL 11, 2023**

The Houston City College Foundation (HCCF) Board of Directors is comprised of community volunteers committed to raise money to fund scholarships and grants that provide Houston City College students an opportunity for a better future. Through these efforts, the HCCF strengthens the vitality and well-being of the diverse communities it serves.

To succeed in this mission, each member of the Board of Directors of HCCF is asked to commit to the following responsibilities:

1. **Governance**

Participate in governing the HCC Foundation by establishing policy and providing financial oversight.

2. **Committees**

Each Director is expected to serve on at least one committee of the HCCF Board which typically meets four times per year just before the quarterly Board meeting. If unable to attend, attendance via conference call is acceptable.

3. **Board Attendance and Participation**

Attendance and participation at Board and Committee meetings is crucial to the success of the HCCF Board. Directors are expected to attend all four quarterly Board meetings. Conflicts will occasionally arise precluding a given Director from attending a Board or Committee meeting. When those circumstances occur, it is incumbent upon the Director to notify the HCC Foundation of their expected absence and the reason. The Board President will address repeated absences to assess continuation of a Director's term.

4. **Advocacy**

Serve as an advocate for the Houston City College (HCC) by:

- a. Acting as a representative and spokesperson for HCC at HCC activities and in the community at-large.
- b. Being knowledgeable about HCC and its course offerings and special programs.
- c. Taking a leadership role in creating enthusiasm and attendance at HCCF and HCC sponsored events.

5. **Event Participation**

The HCCF currently sponsors a Bi-Annual Gala and the success of the gala is critical to the HCCF achieving its mission of raising funds for scholarships and grants. Foundation Directors are asked to support the gala and to also attend these Foundation sponsored events listed below:

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- a. Annual Board Retreat
- b. Annual Fall Scholarship Luncheon

There are other activities sponsored by HCC that offer an opportunity to become better acquainted with the college's offerings. Attendance is highly encouraged.

**6. Philanthropic Giving and Annual Participation**

*Because board service implies a commitment of the board member's skills, time, talent, and treasure it is expected that all board members will make financial contributions to Houston City College Foundation. Therefore:*

- a. All board members will make every effort to meet the **minimum combined** financial contribution, currently **\$5,000 per year (GIVE AND GET) with a minimum \$2,500 per Foundation fiscal year (September 1 – August 31) from private resources (GIVE)**.
  - i. Contributions may be made from the board member's private resources and may be raised from board member's network.
  - ii. Contributions may be scheduled in a series of smaller gifts or payments.
  - iii. Contributions may be in kind donations excluding volunteer time.
  - iv. In the case of financial hardship, a board member who is unable to meet the minimum requirement may contribute to the best of his or her ability with the approval of the Board Chair.
- b. Recognizing that major funding sources take the board's financial contribution into account when assessing our organization as a potential beneficiary, the members of the board commit to achieving 100% compliance with this policy by August 31 of every fiscal year.

**7. Director Recruitment**

Although the HCCF Board Relations Committee is charged with the formal assignment of recruiting and vetting potential HCCF Board of Directors, each current Director is expected to assist by identifying key prospects for recruitment for the Board.

**8. Identification of Major Gift Prospects**

The long-term success of the HCC Foundation relies on the growth of its endowment. Each Director is expected to identify potential major gift prospects, and it is the responsibility of the Board Relations Committee along with HCCF development staff to create and execute a tactical solicitation plan for each prospect.

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**9. Faculty Liaison**

The HCC Foundation Faculty Liaison will be engaged in college/foundation partnerships such as the annual HCC Faculty/Staff campaign and ambassador to the HCC retirees in support of the HCC Foundation. The HCC Foundation Faculty liaison will be a voting member of the HCC Foundation Board with the same expectations as any other HCC Foundation Board Member and be an ambassador to the HCC faculty, staff, and community for the HCC Foundation.

**10. Compensation**

All members shall serve on a volunteer basis without compensation for the performance of their duties as a Board member on the HCC Foundation Board of Director.

**11. Reimbursement**

All reimbursement expenses must be pre-authorized by the Executive Committee of the HCC Foundation.

<b>Name:</b>	<b>Date:</b>
<b>Signature:</b>	