

**HOUSTON CITY COLLEGE FOUNDATION**  
**COMMITTEE MEMBER JOB DESCRIPTION**

**I. Committee Membership and Responsibilities**

- a. Each Houston City College Foundation (HCCF) Board of Director member is expected to serve on at least one committee, with meetings typically held four times a year before the quarterly Board meeting.
- b. Committee members are required to actively engage in collaborative efforts, reaching a consensus on business matters beyond mere meeting attendance.
- c. Collective decision-making is imperative. Committee members must support committee decisions, regardless of individual votes or meeting attendance, ensuring alignment with HCCF's best interests, mission, and vision.
- d. Committee members are selected based on skills, knowledge, or interests relevant to the committee's scope. While representing specific groups, the overarching interests of HCCF take precedence.
- e. Committee membership is not limited to board members; non-board members may also be included. Non-board members serving on a committee have the privilege of having full participation and being voting members within their respective committee. However, non-board members are not eligible to serve as committee chairs.

**II. Committee Member Expectations:**

- a. **Attendance:** Committee members are expected to attend all meetings or provide advance notice of absence to the Board Services Coordinator.
- b. **Preparation:** Committee members are asked to review the agenda, supporting materials, and relevant emails before each meeting.
- c. **Clarification:** Committee members needing clarification are asked to contact the Committee Chair, the Board Services Coordinator, and/or the HCCF President prior to the meeting.
- d. **Punctuality:** Meetings start on time. Committee members are asked to be punctual and remain for the duration of the meeting to maintain voting quorum.
- e. **Active Engagement:** Committee members are encouraged to actively participate in discussions, contribute positively, and listen to others.
- f. **Confidentiality:** Committee members must maintain confidentiality as required.
- g. **Conflict of Interest:** Committee members must sign the HCCF Annual Conflict of Interest Disclosure Form and disclose any additional conflicts of interest during meetings.
- h. **Assigned Responsibilities:** Committee members are expected to fulfill any responsibilities assigned during the meeting and report progress at subsequent meetings.

**III. Confidentiality Agreement:**

- a. Committee members acknowledge during their service, they may be given access to confidential and proprietary information including but not limited to donor, financial, and student information, submitted proposals, criteria, or decisions.
- b. Committee members agree not to use, publish, or disclose such information unless it becomes publicly available or is lawfully obtained from third parties outside the scope of this agreement.
- c. The commitment to maintain confidentiality is crucial to the success of HCCF and its operations.
- d. Breach of confidentiality can jeopardize fundraising, result in adverse legal consequences and/or result in the dismissal as a committee member.

**IV. Certification:**

I hereby certify that I have read, understood, and agree to abide by the HCCF's Committee Job Description, including the confidentiality provisions outlined herein.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_