

## HOUSTON COMMUNITY COLLEGE FOUNDATION PHILANTHROPIC STRATEGY COMMITTEE CHARTER

This Charter sets forth the responsibilities of the Houston Community College Foundation's **Philanthropic Strategy Committee**. This Committee – previously called the Fundraising Committee – was renamed in February 2024 based upon a recommendation from the HCCF Strategic Plan, FY24-28: “It is essential that the function of raising funds (unrestricted and otherwise) be viewed as a shared Board responsibility by all members and Committees. The Strategic Planning Committee raised up that having a single named ‘Fundraising Committee’ as part of the Board’s structure may create an unintended expectation that the work of raising funds is required only by members of this Committee. Therefore, the Strategic Planning Committee recommended this Committee be renamed to indicate a clearer role in driving strategy for HCCF Board fundraising as opposed to singular responsibility for the work and results of fundraising.”

### I. Purpose

The purpose of the Philanthropic Strategy Committee (Committee) is to provide support, guidance and leadership for engaging the HCCF Board (Board), HCC (College), and community in achieving the philanthropic mission of HCCF.

### II. Responsibilities

The Committee fulfills its purpose by establishing the **Board Fundraising Plan**; ensuring **Accountability**; driving Board **Participation and Education**; and **Collaborating with HCCF Staff**. Specific Roles and Responsibilities include the following:

#### Board Fundraising Plan

- Design and implement the Board’s annual plan of events and strategies for fundraising, including the plan to achieve 100% Board participation in giving.
- Lead by example, making a personal gift to HCCF early in the fiscal year and prioritizing unrestricted giving.
- Record, track and communicate the Board’s annual plan for raising unrestricted funds aligned with the format of HCCF Development Plans.
- Host cultivation and solicitation events such as the Foundation’s biennial gala.
- Identify and secure leaders who are critical to the success of a fundraising campaign, event or appeal (such as the biennial gala).
- Provide fundraising feasibility evaluations of HCC funding priorities and makes recommendations to the Board.
- Provide leadership, advice, counsel, and governance of approved Giving Circles and Recognition Societies and makes recommendations to the Board for any changes.

#### Accountability

- Ensure 100% Board participation in giving on an annual basis.
- Review and/or develop, as necessary, fundraising policies related to solicitation, acceptance, receipt, acknowledgement, stewardship and recognition of financial support and forward recommendations to the Board.
- Regularly communicate Board fundraising status updates to the Board, including year-to-date Board participation rates, progress on goals for cultivation and solicitation events, etc.
- Ensure the Committee’s evaluation metrics are aligned with HCCF staff metrics.

### **Participation and Education**

- On an annual basis, ensure fundraising and philanthropy education opportunities for the Board relative to:
  - HCCF's various cases for support (scholarships, endowment, unrestricted, etc.);
  - Best practices for donor cultivation, stewardship and retention; and
  - Championing HCCF in the community, etc.
- Participate in engagement and cultivation events hosted by HCC such as the State of the College, and ensure widespread Board participation.
- Provide leadership, advice, counsel, and governance to the HCC Affinity Groups and make recommendations to the Board for any changes.
- Suggest strategies for messaging HCCF's cases for support both internally (across the College) and externally (in the community).

### **Collaborate with Foundation Staff**

- Provide advice and counsel to the Foundation's staff and to the Houston Community College (HCC) on attracting private support to HCC.
- Provide oversight to the case(s) for support of HCCF, with emphasis on unrestricted fundraising.
- Assist 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.
- Provide feedback to the Foundation's staff on donor satisfaction regarding the use, impact, and stewardship of gifts.

### **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.

### **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.