Executive Committee Standing Rules

Purpose
Provide policy direction and leadership to all other committees of the NVC Foundation. Maintain open communications with NVC. Listen to the needs of the committees and assist them in completing their objectives. Set annual priorities with committee Chairs.

Membership
The Executive Committee will be comprised of the officers, each committee chair, the immediate past president, and emeritus past presidents.

The committee shall establish a regular meeting date at least quarterly.

A quorum is at least three members present at a duly noticed meeting.

The President will chair each meeting. In the absence of the President, the Vice President will chair the committee meeting.

Functions/Deliverables
1. Develop agenda for adoption by the full board.

2. Provide oversight to the standing committees to be sure they are operating.

3. Participate in the hiring and review of the performance of the Foundation Director in conjunction with the College President.

4. Maintain an active relationship with the College President.

5. Executive Director reports monetary status/meeting attendance status of individual board members.
Investment & Finance Standing Rules

Purpose
There are certain finance policies, programs, and evaluation procedures which, within the broad spectrum of board activities, deserve regular, periodic review by members of the board who are knowledgeable in the field. Since investment management, and the improvement of overall investment return, is an integral part of the board’s area of responsibility, it is appropriate to have selected members of the board function as a working Investment & Finance Committee which will report quarterly to the full Board of Directors.

Membership
The Investment & Finance Committee will be comprised of not less than three members of the Board of Directors, and the president and treasurer. The chair may appoint members to the committee who are not members of the Board of Directors.

The committee will meet at least quarterly. Emergency meetings of the committee may be called by the chairman with 48 hours notice.

A quorum shall be three members present at a duly noticed meeting.

The treasurer of the corporation will serve as the chair of this committee. In the absence of the chair, one of the three board members shall act as co-chair.

Functions/Deliverables
1. Review and evaluate the investment of the Foundation’s financial assets. The committee will authorize purchase and sale of securities, appoint investment advisors and managers, and authorize investments consistent with the goals and objectives of the Foundation as defined herein.

2. To advise and assist the treasurer in the performance of his/her duties and the management of the financial affairs of the corporation. It shall make a report at each quarterly meeting of the Board of Directors covering income, expenses, scholarship awards, assets and liabilities, and loans or grants. The committee will prepare an annual budget by May 30 of each year. The annual budget will show all major income and expenses anticipated for the succeeding fiscal year. The budget will be submitted to the Executive Committee for review and recommendation to the full Board of Directors.

3. To ensure that the internal control procedures utilized by the Foundation are satisfactory.

4. To monitor and evaluate gifts and holdings of investments other than securities and make policy recommendations or specific suggestions to the Executive Committee with regard to the disposition of such investments.
Board Governance Committee
Standing Rules

Purpose
Develop and monitor corporate governance policies recognizing that good corporate governance is good business. Among other responsibilities, the committee will provide guidance to the Executive Committee for selecting new board members, provide direction for the orientation of new board members and oversee any needed changes to Foundation bylaws.

Membership
The Board Governance Committee will be comprised of a minimum of five members.

The committee shall establish a regular meeting date at least quarterly.

A quorum is at least three members present at a duly noticed meeting.

A Chair and Vice Chair will chair the committee. The Chair will serve for a two-year term. In absence of the Chair, the Vice Chair will serve as Chair. The incoming Chair will choose the Vice Chair.

Functions/Deliverables
1. Develop corporate governance policies for adoption by the full board, including:
   • Criteria for Board Members
   • Composition of Board
   • Conditions for director terminations
   • Leadership succession and development
   • Attendance policy
   • Monetary requirements

2. Provide bylaws oversight to the Board.

3. Identify potential new directors for nomination purposes to the Executive Committee

4. Identify potential officers.
Resource Development Committee
Standing Rules

Purpose
Provide leadership and organization to ensure efficient and coordinated solicitation of both current and planned gifts. Increase scholarship revenue to assist Napa Valley College students with their educational expenses. Build mutually beneficial partnerships between the local business community and Napa Valley College with a focus on financial support of college priorities. Assist with planning and coordination of events to enhance resource development. Maintain a planned giving program.

Planned Giving and Major Gifts
This committee is responsible for developing planned giving and fund-raising campaigns to support the needs and priorities of NVC.

Marketing and Alumni
This committee is responsible for developing a marketing program that raises awareness of the impact NVC has in the Napa Valley community. This committee is responsible for developing an Alumni Association and Alumni Program.

Scholarship and Unrestricted Funds
This committee is responsible for developing an expanded scholarship campaign, and raising the unrestricted funds necessary to support the operation of NVCF.

Membership
The Resource Development Committee will be comprised of a minimum of six (6) members, including the Foundation Board President.

The committee shall establish regular monthly meetings.

A quorum is at least four members present at a duly noticed meeting.

A Chair or Co-chairs may lead the committee and serve for a two-year term.

Functions/Deliverables
1. Provide leadership and organization to ensure efficient and coordinated donor cultivation and solicitation of undesignated, scholarship and program support gifts.
2. Plan, coordinate and review the student scholarship program in partnership with the NVC Financial Aid office to ensure that the Foundation is cultivating, maximizing, and stewarding donors and their contributions.
3. Build mutually beneficial partnerships between the local business community and Napa Valley College with a focus on financial support of college priorities.
4. Identify and assist with carrying out appropriate events to enhance fundraising.
5. Assure on-going stewardship of donors.
6. Maintain a coordinated and strategic planned giving program aligned with the mission of the Foundation.
7. Maintain a targeted annual marketing plan that includes a contact with existing scholarship donors and a targeted outreach program to cultivate potential new donors.
8. Coordinate with Napa Valley College to assist in a major gifts campaign.
9. Partner with Napa Valley College to market the college to the Napa Valley Community.
10. Develop and maintain an alumni association and program.