

## Box Elder School District Foundation Policy

Policy Number 5

Issue: 3

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Supersedes Issue 1, dated April 10, 2006

Approved:

  
Foundation Board President

  
Foundation Executive Director

### Policy 5: Foundation Standing and Ad Hoc Committees

- 1) The Box Elder School District Foundation maintains the following active standing committees:
  - a. Executive Committee – This committee is required by the Foundation Bylaws and, subject to the Bylaws, may act for the full Board between regularly scheduled Board meetings with subsequent ratification of the committee's actions by the full Board at the next Board meeting. As a minimum, Executive Committee membership includes the Board President, President-Elect, Immediate Past President, and the Administration Representatives. The Executive Committee with more limited representation from the administration due to availability also serves as the general planning group for potential Foundation activities.
  - b. Finance Committee – This committee is required by the Foundation Bylaws and, subject to the Bylaws, advises the Board on matters related to fundraising, investments, and general fiscal policy. The Finance Committee also assists the Treasurer in preparing the annual Foundation budget. As a minimum, Finance Committee membership includes the Treasurer, the Board Secretary, and one Board member as appointed by the Board.
  - c. Public Relations Committee – This committee is responsible for advertising and communicating Board activities and needs with the community at large. This effort includes coordination with local newspapers and civic groups with respect to Foundation activities as well as the preparation and distribution of fliers and posters advertising Foundation events. The Public Relations Committee not only supports the Foundation Board but also the Scholarship and Fundraising Committees. This committee will produce a regular Foundation newsletter and an annual Foundation Report.
  - d. Scholarship Committee – This committee is responsible for the ongoing management and administration of the various Foundation scholarships. Included in this effort is

advertising available scholarships to eligible Box Elder students and organizing/overseeing the application evaluation and scholarship award process. The Scholarship Committee also reviews currently available scholarship funding and recommends changes in scholarship structure for Board review and approval. See Policy 8 addressing Foundation scholarships. A District Curriculum Director shall be a member of this committee.

- e. Fundraising Committee – This committee is responsible for identifying, maintaining, and generally overseeing viable Foundation fundraising activities. The Executive Director and Treasurer shall be members of this committee.
  - f. Fine Arts Committee – This committee is responsible to work with the choral, band, orchestra departments to invite guest conductors and plan concerts.
  - g. STEM Committee – This committee is responsible for working with schools to plan and create STEM oriented projects including science fairs.
  - h. Golf Tournament Committee – This committee is responsible to plan and oversee the golf tournaments.
  - i. ATV Ride Committee – This committee is responsible to plan and oversee the ATV rides.
- 2) The individual committees are responsible for managing their assigned activities and reporting their activities to the Board for information and/or approval.
  - 3) Each committee shall have a chairperson as designated by the Foundation Bylaws, appointed by the Board, or selected by the committee members. The committee chairperson is responsible for scheduling committee work sessions, conducting assigned committee business, and reporting to the Board.
  - 4) The Board may appoint ad hoc committees to assist the standing committees in accomplishing their assigned responsibilities or to address/resolve special Board issues.
  - 5) Active committees will report activities and issues in the monthly Board meeting and request Board input and approval as required.
  - 6) The Board Secretary shall maintain records of committee membership for reference and information.