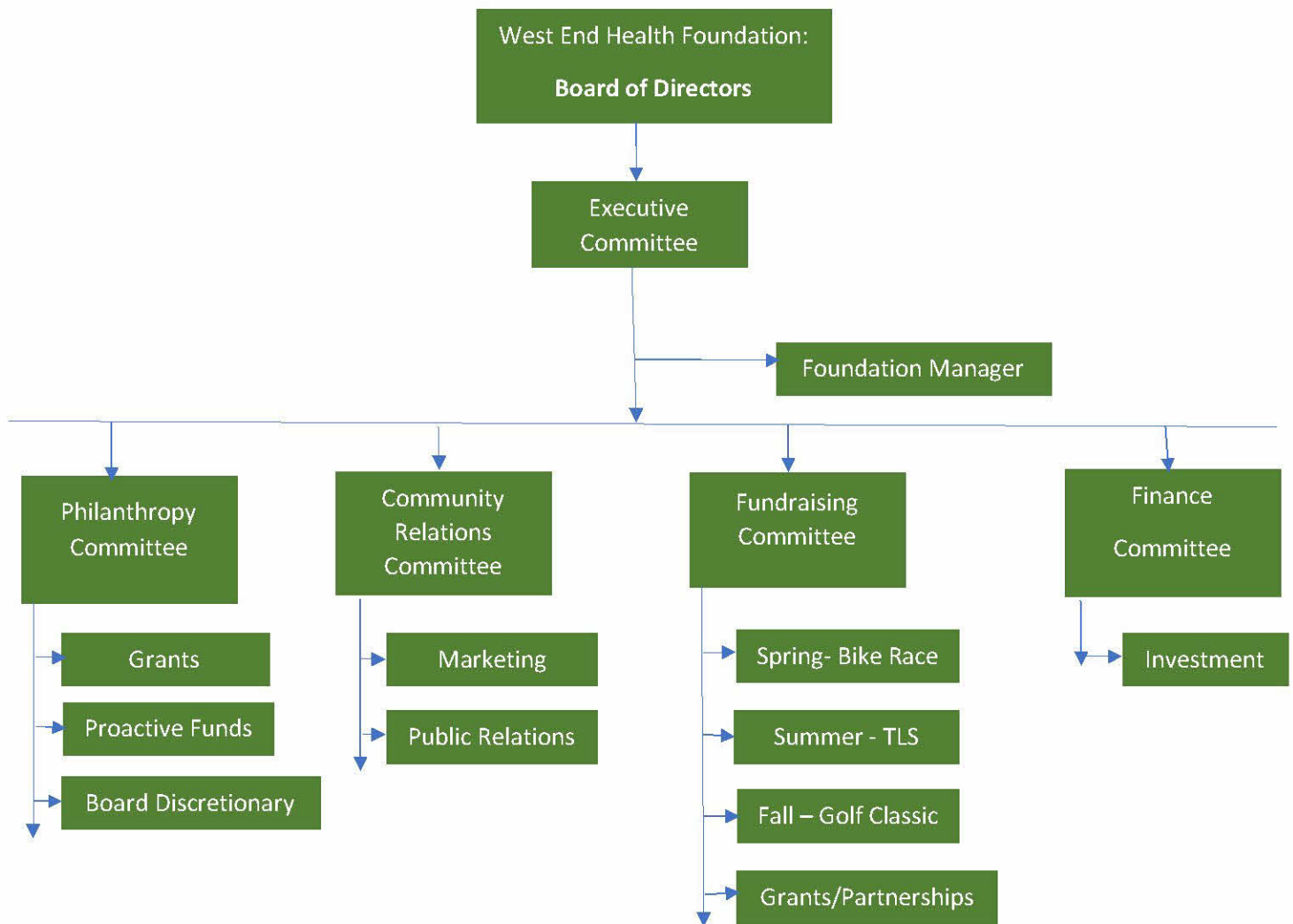


West End Health Foundation Organizational Chart



West End Health Foundation Committee Charters & Standard Operating Procedures

Executive Committee: Standing Committee

- Charge - To exercise all the powers of the Board in the oversight of management and business, including financial matters and the ability to act between formal board meetings if necessary.
- Membership- Committee Chair = Board President/Chair. Remaining members are elected officers: Vice Chair, Treasurer, Secretary. Other board members may be assigned by the board chair.
- Operations- The Executive Committee will meet during the months there is no board meeting, as the board of directors meets every other month. Goals of the meeting will be to review the staffing report, accounts receivable and payable, determine the priorities for the following board meeting, and any other duties as necessary. The foundation manager will be present at regularly scheduled meetings and the meetings will last approximately 1 hr - 90 min. Special

meetings of the executive committee may be called with appropriate notice, foundation manager may or may not need to be in attendance. The Secretary will provide a written report and recommendation from the meeting and will upload it to the Google Drive for review during the next board meeting.

- Responsibilities
 - Staff management and evaluation
 - Evaluate staffing levels and recommend changes-
 - Approve staff timesheets and payroll
 - Bylaws
 - Policy review
 - Board education
 - Board self-assessment & strategic planning
 - New member orientation
 - Board succession planning

Finance Committee: Standing Committee

- Charge - To provide sound and realistic financial oversight to the organization.
- Membership: Committee Chair = Treasurer. President/ Chair should also be a member, other board members as desired, this is a board member only committee. Committee chair may seek input from community members, but they will not be voting members of the committee.
- Operations: Foundation manager will be present at finance meetings, which will last no more than 1hr - 90 minutes. Finance Committee meets at least quarterly, additional meetings may be called as needed. Finance will meet in October/November to draft the following year's budget, based on investment and spending policy after reviewing the previous year's budget. The budget will be presented to the board at the last meeting of the fiscal year. At each quarterly meeting, the finance committee will review the check register, profit and loss, balance sheet, budget to actual, for the year to date and previous year comparison. A budgeted line item adjustment may be recommended to the full board for review. The committee chair, or designated person, will provide a written report and recommendation from the meeting and will upload it to the Google Drive for review during the next board meeting.
- Responsibilities
 - Develop an annual operating budget (with staff)- integrate strategic plan objectives and initiatives
 - Monitor and adhere to annual budget
 - Set long range financial goals and funding strategies to achieve them.
 - Draft organizational fiscal policies
 - Anticipate financial problems and ensure that assets are protected
 - Oversee financial record keeping
 - Help the full board understand the organization's financial health
 - Ensure all legal reporting requirements are met
 - Present all financial reports and goals/progress to the board of directors for review and approval
 - Coordinate with Foundation CPA to complete annual Audit or Financial Review
 - Coordinate with Foundation CPA to complete annual IRS 990

- Subcommittee: Investment Committee.
Charged with:
 - Meets two times per year, or as needed, with Investment Manager
 - Annual Review of Investment Manager Performance
 - Annual Review of Investment Policy
 - Annual Review and recommendation of spending policy based on investment performance
 - Reviews monthly statements from Investment accounts

Community Relations Committee: Standing Committee

- Charge: To increase top of mind awareness of the West End Health Foundation
- Membership: Committee Chair = Board Member. Committee is comprised of board members and interested community members.
- Operations: Committee will meet, either electronically or in person, at least bi-monthly to assess the progress of the annual communications plan and the progress of the subcommittees. The foundation manager may be present at meetings or may provide a written report of community relations activities conducted. The committee chair will provide a written report and any recommendations from the meeting and upload it to the Google Drive for review during the next board meeting. The committee chair and foundation manager will discuss the meeting recommendations and action items.
- Responsibilities
 - Assess visibility/promotion items expressed in strategic plan for creative/innovative ideas
 - Develop and monitor an annual communications plan that includes a variety of areas for community outreach.
 - Direct and assist foundation manager where needed.
- Subcommittee: Marketing
Charged with:
 - Ensuring website is up-to-date
 - Providing consistent social media updates, increasing Facebook 'likes' and reach
 - Identify potential investments in traditional media (requires budget)
 - Assessing the status of 'banners' and advertisements at funding partners and/or creating them
 - Develop and review rack cards, brochures, and the annual report. (requires budget)
 - Assist fundraising events in marketing
- Subcommittee: Public Relations
Charged with:
 - Identifying civic clubs and community organization meetings and activities that would benefit from having West End Health Foundation as ambassadors, volunteers or presenters
 - Planning, promoting, and completing Autumn/Fall Business After Hours and Grant Ceremony (requires budget)
 - Planning, promoting, and completing Spring Grant Ceremony (requires budget)
 - Identifying, recommending, planning, promoting, and completing other community outreach events as needed (requires budget- example Sledding Hill Event)

- Submit press releases and coordinating media interviews
- Review sponsorship requests from nonprofit foundations (requires budget)

Fundraising Committee: Standing Committee

- **Charge:** To ensure compliance with public charity IRS requirements, whereby the foundation will have public support ranging from \$25,000-\$35,000 (assessed annually).
- **Membership:** Committee Chair = Board Member. Committee is comprised of board members and interested community members.
- **Operations:** Committee will meet, either electronically or in person, at quarterly to assess the progress of the annual fundraising goal and the progress of the subcommittees. The foundation manager may be present at meetings or may provide a written report of activities conducted. Tasks may be assigned to the foundation manager. The committee chair will provide a written report and any recommendations from the meeting and will upload it to the Google Drive for review during the next board meeting. The committee chair and foundation manager will discuss the meeting recommendations and action items.
- **Responsibilities:**
 - Develop and monitor a fundraising calendar to include fundraising events
 - Approving the overall budget for the fundraising events and recommending to finance.
 - Assessing the RFP process for funding partners and identifying improvements.
 - Review the WEHF Fundraising Special Event Agreement and related documents-suggest changes to the Board of Directors
- **Subcommittee: WEIRD Bike Race (Spring Fundraising Event)**
Charged with:
 - Developing and following a line item budget for event, within the approved amount
 - Identify funding partner
 - Developing marketing plan for submission to marketing committee
 - Identifying volunteers (with assistance from funding partner) to conduct the event
 - Coordinate logistics and successfully run event
 - Provide reports and recommendations to the fundraising committee, which will then be uploaded to the google drive for review at board meeting
- **Subcommittee: Teal Lake Swim (Summer Fundraising Event)**
Charged with:
 - Coordinate with UPCAP and UPDON to market, solicit swimmers, sponsors, conduct thank yous, volunteering, verifying reports, and submitting to the board for approval and check presentation.
- **Subcommittee: Golf Classic (Fall Fundraising Event)**
Charged with:
 - Developing and following a line item budget for event, within the approved amount
 - Identify funding partner
 - Developing marketing plan for submission to marketing committee
 - Identifying volunteers (with assistance from funding partner) to conduct the event
 - Coordinate logistics and successfully run event

- Provide reports and recommendations to the fundraising committee, which will then be uploaded to the google drive for review at board meeting
- Subcommittee: Grants and Health Foundation Partnerships
Charged with:
 - Identifying grant opportunities to leverage foundation funds in matching grants or coordinating funding opportunities.

Philanthropy Committee: Standing Committee

- Charge: To ensure the foundation is fulfilling its mission through providing direct support to advance the health and wellness of the West End Community.
- Membership: Committee Chair = Board Member. Committee is comprised of board members only. Committee chair may seek input from community members, but they will not be voting members of the committee.
- Operations: Committee will meet, either electronically or in person, at quarterly to assess the progress of the subcommittees. The foundation manager may be present at meetings or may provide a written report of activities conducted. Tasks may be assigned to the foundation manager. The committee chair will provide a written report and any recommendations from the meeting and will upload it to the Google Drive for review during the next board meeting. The committee chair and foundation manager will discuss the meeting recommendations and action items.
- Responsibilities:
 - Recommend philanthropic levels to the finance committee and board of directors
 - Recommend adjustments in funding amounts for cycles,
 - Assure that philanthropy is being conducted appropriately and in accordance with IRS guidelines and board policies
- Subcommittee: Grants Committee
Charged with:
 - Reviewing the eligibility of grant applicants (i.e. - all reports submitted and approved, nonprofit, followed the application guidelines, completed all the necessary steps)
 - Providing a report to the board of directors regarding which applicants were denied outright and reasons why. The report will be created by the committee chair and uploaded to the google drive for review at the board meeting.
- Subcommittee: Proactive Grant Initiatives
Charged with:
 - Assessing the community health needs assessment and identifying potential areas for funding
 - Providing a report and recommendation to the board of directors for the 'proactive theme' for the following year during the budgeting process. The report and recommendation will be submitted to the philanthropy chair and uploaded for review to the google drive
 - Developing the RFP, Letter of Intent, and Evaluation Process (requires budget)
- Subcommittee: Board Discretionary Fund

Charged with:

- Assessing ways to leverage our funds with larger organizations.
- Providing a report and recommendation to the board of directors for Discretionary Fund Use. The report and recommendation will be submitted to the philanthropy chair and uploaded for review to the google drive

Foundation Manager: Has a Board approved Job Description that addresses in detail the duties and responsibilities of the Foundation Manager. The information presented below is not intended to replace Job Description but is presented as clarification of the Foundation Manager's role in relationship to the WEHF Committee structure.

Committee Responsibilities:

- **Executive Committee**
 - Helps to set Board meeting agendas, meeting calendar, schedule presentations and guests
 - Prepares drafts of correspondence, policies, and procedures.
 - Prepares financial and personnel reports needed for the meetings
- **Finance Committee**
 - Works with WEHF Treasurer and financial contract personnel to prepare accurate and timely financial reports, payroll and check registers.
 - Assists with budget planning and maintaining a balanced budget.
 - Coordinates with the WEHF Treasurer and CPA to see that IRS 990, audits and reviewed financials are completed in an accurate and timely manner.
 - Regularly makes deposits, prepares billings, and makes payments to vendors.
 - Coordinates with the WEHF Investment Advisor and staff to share information and schedule investment reviews.
- **Community Relations Committee**
 - Assist in the development of the WEHF Annual Communications Plan
 - Respond to opportunities to promote the WEHF in print, radio TV and social media.
 - Assess, maintain, and update the WEHF Website.
 - Regularly post to WEHF social media accounts.
 - Assist in the development, printing and publication of marketing and advertising materials.
 - Prepare press releases, announcements, and notices. Serve as media contact for the WEHF.
- **Fund Raising and Philanthropy**
 - Actively seek ways to maintain and increase the level of charitable public support for the WEHF. Including grant writing, fund-raising and soliciting donations.
 - Develop an annual calendar for the WEHF including special events and fund-raising activities.
 - Manage all aspects of the WEHF grant-making programs-including grant cycle promotion, grant application, grant review and grant evaluation. Make sure all reports, evaluations and application files are maintained.
 - Serve as Administrator for the Zengine online grant management system.
 - Assist with the planning, coordination, and implementation of special events such as grant award ceremonies, fund-raising events and business after hours.
 - Serve as fiscal agent for fund raising events and partnerships. Make regular deposits and payments for the event. Secure all regulatory approval and raffle license for special and fund-raising events.

- Attend special and fund-raising events and arrange for photographs.
- Coordinate sponsorship and partnership requests.
- Participate in committees, task forces, and work groups with other foundations and funding partners to include the WEHF in grant partnerships and matching grants.

**Note- In some cases, the subcommittee will be comprised of the same members of the umbrella committee, in which case it is the PURPOSE of the committee to review charge of the subcommittee, not the charge of the umbrella committee.