



MPC

FOUNDATION

MONTEREY PENINSULA COLLEGE

BOARD MEMBER ROLES & RESPONSIBILITIES

DRAFT For Board Review August 2024

The MPC Foundation provides opportunities for students in Monterey County to attend college and helps to ensure their experience at MPC is the best it can be. We accomplish this by providing financial support to students and by investing resources to complement the college's programs, faculty and staff, and facilities.

Established in 1993, the Foundation is governed by a volunteer board, including influential community leaders and six representatives from the campus community. The Foundation partners with the College and bridges the gap between public funding and institutional needs. Serving as the vehicle through which individuals and organizations may invest in the College, the Foundation provides more than \$750,000 annually for student success programs, scholarships, and other critical needs to support MPC students as they pursue their educational and career goals.

Role of the Board of Directors

The Board of Directors of the MPC Foundation guides and supports the work of the Foundation by providing strategic leadership, promoting the work of the Foundation and the College in the community, securing both unrestricted and restricted resources, and ensuring that all ethical and legal standards are met. While day-to-day operations are led by the Foundation's Executive Director (ED), the Board-ED relationship is a partnership, and the involvement of the Board is critical.

Qualifications for Board Service

Election to the Board of Directors of the MPC Foundation is a privilege. Qualified candidates must:

- Have a strong interest in and understanding of the mission of Monterey Peninsula College and the work MPC Foundation does in support of the College's mission
- Be able to provide visibility in the community and be a strong public advocate for Monterey Peninsula College and the MPC Foundation
- Commit their time, energy, and expertise to support the Foundation in achieving its strategic goals
- Be available to regularly engage in the work of the Foundation and fully participate in the work of the Board of Directors
- Understand and engage in the fundraising process and be willing and able to assist staff in the identification, cultivation, and solicitation of individuals and organizations capable of making gifts in accordance with priority fundraising goals.

How Foundation Staff Help Board Members to Fulfill their Role Effectively

Board Members' Role	Support from Staff
<i>The board acts as a body and has ultimate authority for the organization</i>	<i>Staff implements board-approved plans, policies, and procedures</i>
<p><i>Board members are responsible for the organization's:</i></p> <ul style="list-style-type: none"> • Policy setting • Strategic planning • Legal oversight • Financial oversight • Significant organizational decisions 	<p><i>Staff assists the Board's organizational responsibilities by:</i></p> <ul style="list-style-type: none"> • Maintaining appropriate records • Providing quarterly financial reports • Providing regular updates regarding progress towards meeting goals and objectives outlined in board plans.
<p><i>Board members also participate by:</i></p> <ul style="list-style-type: none"> • Advising & offering expertise • Supporting fundraising and other revenue strategies • Acting as ambassadors • Volunteering for critical roles 	<p><i>Staff supports Board member participation by:</i></p> <ul style="list-style-type: none"> • Preparing & posting agenda packets in advance of meetings • Keeping the Board informed of relevant topics • Advising Board members of needs and opportunities to serve.

Specific Responsibilities & Expectations of Board Members

Organizational Leadership & Strategic Direction

- Set and regularly review the strategic plans of the Foundation
- Review organizational performance reports, establish goals and metrics, and monitor the effectiveness of the Foundation's work
- Provide organization and leadership to the board of directors and its committees
- Participate in the creation and oversight of policies and procedures
- Assist the ED and board leadership in identifying and recruiting new Board Members and ensure that the board reflects the community served by the organization

Active Engagement & Participation

- Prepare for, attend, and fully participate in all board meetings
- Serve on at least one standing committee of the board
- Serve on at least one advisory group of the board
- Attend the majority of Foundation events
- Be alert to community concerns that may be of interest to and/or can be addressed by the Foundation

Fundraising & Community Relationships

- Financially support the Foundation in a manner commensurate with one's ability (*see the complete Board Giving Policy below*)
- Serve as an ambassador of the Foundation; help communicate and promote the foundation's mission and programs to the community
- Actively build relationships between community members and the Foundation
- Assist in the identification, cultivation, and solicitation of individuals and organizations capable of making major gifts in accordance with fundraising goals and priorities

Financial & Risk Management

- Adopt and provide regular oversight of the annual budget
- Approve the Foundation's critical business decisions as needed, including financial reports, audits, and large contracts

- Adopt and monitor the policies and procedures of the Foundation and ensure that all fiduciary and legal requirements are met
- Be familiar with the Foundation's finances, budget, and financial/resource needs

Executive Leadership & Human Resources

- Contribute to the annual performance review of the ED
- Partner with the ED and other board members to ensure that board decisions are faithfully carried out
- Serve as a trusted advisor/partner to the ED as they develop and implement the organization's strategic plans.

Board Giving Policy

All Board Members are expected to make the MPC Foundation a personal philanthropic priority and make annual unrestricted gifts commensurate with their capacity as a demonstration of that priority. 100% board giving serves several critical functions:

1. It demonstrates the commitment of the organization's leadership;
2. It enables the Foundation to credibly solicit contributions from foundations, organizations, and individuals; and
3. It provides a base of operating support for the organization.

Board members are asked to carefully consider their gifts and commit to annual support that is, for them, a 'stretch' gift.

All Board Members are expected to complete an annual [Intent to Give](#) form in the first month of the fiscal year (January). Gifts may be made at any time throughout the fiscal year.

Length of Term

Per the Foundation's bylaws, one board term is three years. Board Members may serve up to two consecutive terms.

Unexpected events can occur, which may alter an individual's ability to fulfill one's responsibilities. Board Members may resign if at any time they feel that they are unable to fulfill the role of a board member.

Meetings and Time Commitment

- The board of directors generally meets ten times per year.
- The board's committees and advisory groups set their own schedules. Meeting frequency and length vary depending on their respective work agendas.
- The Foundation also periodically hosts, organizes, and sponsors a wide range of events throughout the year

I have read the MPC Foundation Board Member Roles & Responsibilities and enthusiastically commit to my role as a member of the MPC Foundation Board of Directors.

Board Member Name: _____

Signature

Date



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Board Member Intent to Give Form

Thank you for making the MPC Foundation a personal philanthropic priority. All members of the Board of Directors are asked to make annual unrestricted gifts commensurate with their capacity as a demonstration of that priority. 100% board giving serves several critical functions:

- 1. It demonstrates the commitment of the organization's leadership;
2. It enables the Foundation to credibly solicit contributions from foundations, organizations, and individuals; and
3. It provides a base of operating support for the organization.

Board members are asked to carefully consider their annual giving. As you do so, please note:

- This is not a formal pledge, but rather an indication of the amount of unrestricted philanthropic giving that the organization may reasonably expect from you this fiscal year.
This form is confidential and will only be shared with the Executive Director and necessary staff.
We ask that you consider a significant donation (a "stretch gift") relative to your own personal budget; we recognize that this is different for each person.
The amount you list on this sheet should be considered separate from any additional restricted giving you may do to specific college programs, scholarships, events, or campaigns.
Please indicate whether you intend to make gifts monthly, quarterly, annually, or at some other interval. Staff will be happy to send you a reminder if you request it.

Please complete the information below and return this signed form to the Executive Director. Thank you for your generous support of the MPC Foundation!

Board Member Name: _____

As part of my commitment to the Board of Directors of the MPC Foundation, I intend to make unrestricted gifts or sponsorships totaling approximately \$_____ in the current calendar year in the following way:

INTENDED PAYMENT SCHEDULE:

- ANNUALLY in the month* of _____
QUARTERLY/MONTHLY in the months of _____
OTHER: Please specify _____

*If you intend to donate annually and are flexible on timing, the first quarter (Jan-Mar) is ideal for MPCF.

*If you sign up for recurring monthly or quarterly donations, your options include ACH (no fees) or credit card (subject to minimal processing fees).

INTENDED PAYMENT METHOD

- Please send me a reminder
I do not need a reminder
I will send a check to the MPC Foundation
I will make my contribution online at www.mpcfoundation.org/donate
Please bill my credit card. CC Number _____ CSV: _____
Expiration: _____ Signature: _____ Date: _____