
IOWA WOMEN'S FOUNDATION

Committee Structure & Responsibilities

Standing and Ad Hoc Committees are appointed by the Board of Directors to accomplish specified work of the Foundation. All board members serve on at least one committee. Board members usually serve as committee chairs. Former Board members and volunteers are recruited to serve on some committees. All board members share responsibility for fundraising, events and stewardship activities. The designation of committees and the delegation of responsibilities to committees does not relieve the Board of any legal responsibility.

Executive Committee

Membership: Board President, Vice-President, Secretary, Treasurer and Executive Director

Other committee chairs may attend the executive committee meetings as needed.

- Responsible for the oversight of the organization, developing policies and procedures and reporting (for Board approval) to the Board of Directors
- Develop agendas for board meetings
- Annually review personnel policies
- Coordinate annual board training
- The Executive Committee meets Monthly
- Conduct annual evaluation of the Executive Director
- Work with the Executive Director to plan annual meeting

Finance & Investment Committee

Membership: Board Treasurer, 2–3 additional Board members, Volunteers and Staff

- Monitor quarterly financial statements and budget
- Oversee annual budget planning process
- Monitor investment portfolio as directed by Investment Policies
- Oversee the reconciliation of endowment fund pledges
- Provide input to the Development Committee to develop long-range fund-raising goals
- Annually review financial policies
- Appoint independent auditor and approve annual audit
- The Finance Committee generally meets as needed

Program/Grant Committee

Membership: Board members, Volunteers and Staff

- Develop and maintain a grant review and grant making process that assures a fair and equitable distribution of the Foundation's funding resources consistent with the mission of the Foundation.
- Review and revise grant guidelines as necessary
- Review and revise program evaluation procedures
- Support the Executive Director in publicizing grant program, including RFP process
- Conduct site visits with grant partners
- Provide direction and oversight for educational programs of IWF
- Read and review the proposals received by the IWF
- The Program Committee generally meets monthly and more often during the Grants period

Marketing/Communication Committee

Membership: Board members, Volunteers and Staff

- Develop, implement, and monitor annual communications plan
- Support the organization in implementing its communications plan
- Develop, implement and monitor the organization's "branding"
- Provide leadership for Spotlight events and assure participation of board members
- Support the work of the event planning committees
- The Marketing Committee generally meets monthly

Development Committee

Membership: Board members, Volunteers and Staff

- Develop, implement, and monitor annual fundraising plan
- Take leadership role in completing individual asks
- Develop, implement and monitor annual stewardship plan
- Encourage and assist board members in completing annual stewardship
- Develop long-range plans to establish a permanent endowment.
- Provide for ongoing skill development of all board members, advisory board members and volunteers in the areas of fundraising and stewardship
- Assure that campaigns are completed within timeline
- The Development Committee generally meets monthly

Corporate Campaign Chairs (Sub-committee of the Development Committee)

- Take leadership role in making business contacts for campaign
- Encourage and assist board members in completing business campaign asks
- Assure the corporate campaign is completed within timeline
- Provide input on campaign materials
- With staff coordinate list of businesses to be approached and develop strategy

Events Committee

Membership: Board members, Volunteers and Staff

- Sub Committee of the Development Committee
- Plans and orchestrate the fund raising events
- Setting date and securing location
- Planning program, securing items, develop materials, promote, orchestrate event day details
- The Events Committee meets as needed

Luncheon Committee (Sub-committee of the Events Committee)

Membership: Board members, Volunteers and Staff

- Plan and orchestrate the annual awards luncheon including setting date and securing location
- Coordinating business sponsorships
- Planning and securing "challenge grants"
- Planning program, "day of" details and securing guest speakers
- Developing print materials (invitations, programs, posters, table tents, etc.)
- Orchestrating advance and "day of" press coverage
- The Luncheon Committee meets as needed to plan and coordinate sub committees.