



Leadership Foundation Board Committee Structure



Advancement Committee



Audit Committee



Board Development & Nominations Committee



Finance Committee



Scholarship & Grant Committee

Committee Purpose

The purpose of the Advancement Committee is to support the Board of Trustees in the strategic planning and oversight of the fundraising and stewardship undertakings of the Leadership Foundation. The committee advises the board on fundraising policies, fundraising programs and stewardship activities.

The purpose of the Audit Committee is to support the Board of Trustees in fulfilling its oversight responsibility with respect to the financial reporting process, the system of internal controls, the audit process and the Leadership Foundation's process for monitoring compliance with laws and regulations.

The purpose of the Board Development & Nominations Committee is to support the Board of Trustees in the recruitment and retention of trustees and volunteers, specifically to examine the reasons the Leadership Foundation attracts and maintains volunteers and to assure that the board remains proactive in maintaining strong succession plans. The committee advises the board on trustee policies, provides recommendations for internal officers and oversees programs for the recruitment and retention of trustees and volunteers.

The purpose of the Finance Committee is to support the Board of Trustees in the financial oversight and planning for the Leadership Foundation. The committee advises the board on financial policies, financial regulations and investments.

The purpose of the Scholarship & Grant Committee is to support the Board of Trustees in the strategic planning and oversight of the allocation of grants and scholarships from the Leadership Foundation. The committee advises the board on granting policies, granting opportunities and the process to administer scholarships and grants.

Committee Tasks

- ◆ Monitor fundraising programs for continuity and effectiveness
- ◆ Monitor stewardship programs for continuity and effectiveness
- ◆ Monitor fundraising performance versus initiative goals
- ◆ Monitor the organizational structure to ensure effective fundraising
- ◆ Review and develop stewardship activities for gifts of \$10,000 or more
- ◆ Explore new revenue generating initiatives
- ◆ Conduct an annual review of all policies pertaining to fundraising and recommend relevant additions and adjustments for board approval

- ◆ Review the outside auditor's qualifications, independence and performance
- ◆ Review the annual financial statements audited by the outside auditors
- ◆ Review suggestions for improvements in internal controls from the outside auditors
- ◆ Review with the outside auditor any audit problems or difficulties and management's response
- ◆ Review significant accounting and reporting developments and issues
- ◆ Exercise oversight of the Leadership Foundation's process for monitoring compliance with legal and regulatory requirements
- ◆ Assist in annual audit preparation

- ◆ Provide support to recruitment and retention plan implementation
- ◆ Propose any necessary recommendations related to trustee and volunteer criteria
- ◆ Review current practices and suggests changes related to trustee and volunteer renewal, retention, and recruitment
- ◆ Maintain a list of potential trustees and volunteers
- ◆ Actively seek out referrals for potential trustees and volunteers
- ◆ Participate fully in the cultivation process for potential trustees and volunteers
- ◆ Ensure the board membership is diverse in professions and skills sets which correspond to the operational areas of the Foundation.
- ◆ Maintain a record of participation, giving and terms for each trustee
- ◆ Develops and executes a trustee orientation program
- ◆ Provide a yearly slate of candidates to serve as trustees and officers

- ◆ Provide assistance in the annual budget process
- ◆ Review monthly financial statements, including balance sheet, income, expenses, pledge receivables and cash flow
- ◆ Monitor investment portfolios
- ◆ Review investment reports on a monthly basis
- ◆ Reviews requests for gifts in kind
- ◆ Conduct an annual review of all policies pertaining to finance and investments and recommend relevant additions and adjustments for board approval

- ◆ Monitor the value of individual scholarships for maximum value to the student
- ◆ Monitor the criteria for all scholarships and grants
- ◆ Monitor the metrics for scholarship selection and grant approval for efficiency
- ◆ Reviews criteria for newly endowed/created scholarships or grants
- ◆ Provide marketing support for all scholarship and grants
- ◆ Approve the slate of scholarship recipients from the Scholarship Selection Team
- ◆ Appoint the Scholarship Selection Team Leader
- ◆ Provide support and direction to the Scholarship Selection Team
- ◆ Review and approve all grant requests submitted by the Delta Sigma Pi Fraternity
- ◆ Review and respond to all outside grant requests on behalf of the board

There are other support groups which are a part of the full volunteer structure of the Leadership Foundation such as subcommittees, taskforces and teams. These support groups focus on specific projects, responsibilities and issues, and work directly with the Leadership Foundation staff and board committees.

For further information contact: foundation@dsp.org.