

## JCC Foundation Board of Directors Job Description

Incorporated under Section 501(c) 3 of the U.S. Tax Code, the board of Jamestown Community College Foundation operates as a direct support organization to Jamestown Community College. This status provides exemption from income taxes and eligibility to receive tax-deductible contributions. The foundation is chartered by the state of New York. Board responsibility includes the following four areas:

### Setting Policy

The Board responds to an expressed community need and decides the mission and scope of the foundation in meeting that need. The Board plans for the future and is responsible for the policies that carry the organization into the future.

### Overseeing Foundation Operations

The Board works with and through Foundation staff to ensure that policies are carried out in a financially, ethically, and legally sound manner. The Board oversees all fundraising activities, oversees the management of the Foundation's endowment, and carries out its fiduciary responsibilities such as reviewing the Foundation's financial statements.

### Representing the College and Foundation to the Community

By serving as the Foundation's ambassadors to the community, Board members build enthusiasm for College and Foundation programs, encourage contributions and recruit new Board members, advisers and supporters.

### Giving to Support College and Foundation Activities

Board members are encouraged to adhere to the "give and get" rule of non-profit leadership. We aspire for 100 percent of Board members to "give," at a level that is meaningful to them, by way of making a personal contribution to the Foundation annually. Board members "get" by actively participating in Foundation fundraising efforts with corporations, foundations and individuals, and by raising monies through their network of contacts. The process of "getting" may consist of personally extending solicitations, or simply helping the Foundation staff develop a list of prospective donors, and/or helping develop strategies to achieve Foundation fundraising goals.

### Job Duties

1. Have or develop a passion for the role community colleges play in the success of the Western New York region and our nation.
2. Learn, in reasonable detail, about JCC's academic, technical, and/or career development programs that interest you to act as an ambassador in your various communities and social groups.
3. Financially support the students and the activities of JCC to the best of your ability.
4. Participate in fundraising events sponsored by the Foundation and encourage your friends and colleagues to attend events they would enjoy.
5. Participate in donor identification efforts to create an unduplicated list of potential donors for annual, planned, and major gifts.
6. Commit to cultivate three to five individuals or couples each year. Cultivation includes, but is not limited to:
  - o Bringing prospects on tours of campus programs,
  - o Hosting luncheons, dinners, or other social gatherings where College personnel explain their programs,
  - o Inviting prospects to special events on campus, either staged by the Foundation or other College entities, and
  - o Talking to prospects in various social settings about points of pride at JCC.
7. Strategize and participate with the College president, Foundation staff, and/or program directors in making a request for major donations if/when appropriate.
8. Serve a four-year term, attending quarterly Board meetings and other strategic planning meetings.
9. Serve on at least one Board committee.