



## **Board Committees & Officer Job Descriptions**

### **Updated January 2025**

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#### **ENGAGEMENT & OUTREACH COMMITTEE**

The Engagement & Outreach Committee focuses on creating and cultivating key industry and community partnerships to support PCC students and programs. The Committee will also support the securing and stewarding of resources through both private and public partnerships. Members identify and promote engagement opportunities for the board within the college, leading to greater involvement and support.

The Committee Chair will be appointed by the President of the board. Membership includes board trustees and at-large community members. The Engagement & Outreach Committee generally meets five times per year.

Committee members may bring one or more of the following skills and expertise:

- Experience in fundraising
  - Experience in marketing and/or event planning
  - Connections in the community and/or corporate relations
  - Enthusiasm and ability to excite and recruit others
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#### **FINANCE COMMITTEE**

The Finance Committee provides oversight of Foundation financial activities. The Committee reviews and makes recommendations to the board, as relevant, regarding the Foundation's financial plans and budget to ensure assets are being utilized efficiently. The Committee oversees the audit process, and reviews financial results, annual external audit results, new funds, and related policies and practices. The Committee also serves as the Gift Acceptance Committee, referring its recommendations to the Executive Committee for approval.

The Committee is chaired by the Treasurer of the board. Membership includes board trustees and at-large community members. The Finance Committee generally meets five times per year.

Committee members may bring one or more of the following skills and expertise:

- Experience as a CPA, MBA or have worked in a position that reviews financial statements
- Experience with budget development and allocating resources
- Experience as an attorney or working on contracts in business or nonprofit law

- Experience with banking, cash management and related controls
  - Experience as a tax preparer or auditor
  - Experience working in business operations or information technology
  - Experience working as a Chief Equity Officer or in a role related to corporate social responsibility
  - Experience with social equity or CSR backgrounds to understand the systemic nature of this committee's decision making
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### **INVESTMENT COMMITTEE**

The Investment Committee provides oversight of the endowed and non-endowed investments of the Foundation. The Committee reviews and recommends for approval by the board an investment policy statement and all other documents governing the Foundation's investments, as well as periodically reviews and proposes any recommendable changes to the investment policy statement for approval by the board. The Committee also reviews and recommends for approval by the board investment advisors and custodians of Foundation short- and long-term assets.

The Committee Chair will be appointed by the President of the board. Membership includes board trustees and at-large community members. Meetings are typically held quarterly.

Committee members may bring one or more of the following skills and expertise:

- Experience as an investment advisor with a CFA
  - Experience working with endowments at a nonprofit, investment firm or banking institution
  - Experience as an attorney working on estates, trusts or nonprofit legal issues
  - Experience with planned gifts or with donor advised funds
  - Experience with banking, cash management and related controls
  - Experience working with environmental, social, and governance (ESG) investing
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### **STRATEGIC PLANNING COMMITTEE**

The Strategic Planning Committee will help develop and assess progress of the Foundation's strategic plan and associated priorities to achieve its goals. The Committee will use the Foundation's mission and vision, the College's Strategic Plan and a lens around equity and inclusion to guide all decision making. The Committee will review strategies and key performance indicators on an ongoing basis.

The Committee Chair will be appointed by the President of the board. Membership includes board trustees and at-large community members. The Strategic Planning Committee generally meets five times per year.

Committee members bring one or more of the following skills and expertise:

- Strategic planning with public company experience
  - Knowledge of data and process development, including how to use quantitative and qualitative data in decision making
  - Experience in creating and or implementing an equity framework in decision making
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### **BOARD PRESIDENT**

The Board President is the volunteer leader of the Portland Community College Foundation Board and presides over the Executive Committee and Board meetings. Specific duties include:

- Lead the Board and Executive Committee in carrying out its governance functions
  - Ensure the Board has approved policies for sound and compliant governance and management of the organization
  - Assure ongoing recruitment, development, and contributions of Board members
  - Partner with the PCCF Executive Director to help ensure the Board's directives, policies, and resolutions are carried out
  - Work with PCCF to cultivate and solicit major gifts
  - Work with the PCCF Executive Director to set priorities and create agendas for meetings of the Board and Executive Committee
  - In coordination with the Treasurer, oversee the annual budget and ongoing fiscal stability of the PCCF
  - In coordination with Investment Committee Chair, oversee selection of fiduciary and custodian of investment portfolio to ensure fiduciary adheres to investment policy
  - Serve as an ambassador of the organization and advocate for its mission to internal and external stakeholders
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### **BOARD VICE PRESIDENT**

The Board Vice President is a member of the Board and serves on the Board's Executive Committee. Specific duties include:

- Perform the duties of the President when incumbent is unavailable
  - Participate closely with the President to develop and implement officer transition plans and generally is next in line for Board Presidency
  - Work with President to frame priorities and review strategic plans
  - Track terms of Board Members
  - Supports board recruitment efforts, working with the President, Executive Committee, and staff to move nominees forward
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### **BOARD TREASURER**

The Board Treasurer is a member of the Board and serves on the Board's Executive Committee. Specific duties include:

- Ensure organizational internal controls are in place and effective
  - Oversee selection of auditor and review annual audits
  - Review the annual budget to ensure organizational assets are being used efficiently and present to the board
  - Review quarterly financial statements and present the financial position to the board
  - Review new gift agreements to ensure they comply with Foundation and College policy
  - Ensure proper risk management and the proper policies are in place
  - Have signing authority on all organization bank and investment accounts
  - Ensure all annual tax filings are completed accurately and timely
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### **BOARD SECRETARY**

The Board Secretary is a member of the Board and serves on the Board's Executive Committee. Specific duties include:

- Guide nomination and selection of Foundation Student Representative
  - Help Foundation staff facilitate board orientation
  - Advise and help Foundation staff refresh the Board Binder
  - Support Vice President with Board Member succession planning
  - Provide corporate bank & investment account governance
  - Ensure there is contemporaneous documentation of the board and board Committee meeting minutes or written actions
  - Perform other tasks as requested and/or approved by the Board President
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