OXNARD COLLEGE FOUNDATION

Board Member Roles & Responsibilities

The Oxnard College Foundation was established in 1983 to provide Oxnard College with private philanthropic support. The Foundation acts in partnership with the College and bridges the gap between available public funding and institutional need, as determined by the College leadership. Serving as the vehicle through which individuals and organizations may invest in the College, the Foundation fuels the educational excellence that has long been the hallmark of Oxnard College.

In the 2023/2024 fiscal year, the OC Foundation provided more than $400,000 for campus programs, scholarships, and other critical needs of the college in order to support OC students as they prepare for careers, transfer to four-year universities, and pursue lifelong learning goals.

Role of the Board of Directors

The Board of Directors of the OC 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 appropriate involvement of the Board is both critical and expected.

Qualifications for Board Service

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

- Understand the mission of Oxnard College and the work OC Foundation does in support of the College's mission.
- Provide visibility in the community and be a strong public advocate for Oxnard College and the OC Foundation.
- Commit time, energy, and expertise to support the Foundation to achieve its strategic goals.
- 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 assist staff in the identification, cultivation and solicitation of individuals and organizations capable of making major gifts in accordance with priority fundraising goals and priorities.

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Specific Responsibilities & Expectations of Board Members

Organizational Leadership and 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 and Participation

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

Fundraising and Community Relationships

- Financially support the Foundation in a manner commensurate with one's ability (*see the complete Board Giving Policy*).
- Serve as an ambassador of the Foundation and 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 and 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 and 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 develop and implement the Foundation's strategic plans.

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Board Giving Policy

All Board Members are expected to make the OC 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.
3. It provides a base of operating support for the organization.

Board members are asked to carefully consider their gifts and make a commitment of 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 (July). Gifts may be made at any time throughout the fiscal year.

Length of Term

One board term is three years. Board Members may serve up to three consecutive terms, pending approval of the board. Unexpected events can occur which may alter an individual's ability to fulfill one's responsibilities. Board members should feel free to 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 four times per year.
- Committees of the board set their own schedules. Meeting frequency and length varies depending on their respective work agenda.
- The Foundation also periodically hosts, organizes, and sponsors a wide range of events throughout the year.