

# Ottawa Jewish Community Foundation

ORIENTATION POWERPOINT

July 2016

## Committee Structure & Mandates



OTTAWA JEWISH  
COMMUNITY FOUNDATION

# BOARD OF DIRECTORS

The Board consists of 13 members chaired by Michael Landau.

New incoming Directors are elected by the members of the corporation at the Annual General Meeting.

A Director holds office in rotating terms of three (3) years up to a maximum of 3 consecutive terms.

This body meets monthly with the exception of July and August.

Each Director actively participates on one or more sub-committees of the Board.

The Directors as a whole administer the affairs of the Corporation.

Some examples are:

- Provide governance to the organization, represent it to the community, and accept the ultimate legal authority for it.
- Manage resources effectively.
- Determine and monitor the organization's programs and services.
- Enhance the organization's public image.
- Account to the public for the products and services of the organization and expenditures of its funds.
- Participate in fund raising for the organization.
- Follow conflict of interest and confidentiality policies.

# BOARD OF ADVISORS

- This body consists of all the Past Chairs of the Foundation.
- This body shall provide advice and assistance to the Chair and Board of Directors from time to time as needed.
- Meetings of the Board of Advisors are called by the Chair.
- This body is invited to attend meetings of the Board of Directors and receives all board correspondence.

# INVESTMENT COMMITTEE

The duties of the committee are prescribed by the Board and include the following:

- Annually review the Foundation's Investment Policy for report to the Board of Directors.
- Recommend periodic amendments to the Investment Policy Statement to the Board of Directors.
- Make recommendations to the Board of Directors regarding an investment counselor.
- Negotiate the agreement with the investment counselor, subject to the Board of Directors' approval.
- In consultation with the investment counselor, manage the Foundation's investments in accordance with the current Investment Policy Statement.
- Review the investment performance quarterly and provide a report to the Board of Directors.
- Review performance of Foundation money managers every 3 - 4 years.
- Review performance of Foundation investment counselor every 4 years.
- Report to the Board of Directors quarterly, and on an "as needed" or requested basis.
- Seek the Board of Directors' advice and direction regarding any matter not specifically referred to and covered in the Foundation Investment Policy Statement.

# FINANCE AND AUDIT COMMITTEE

The duties of the committee are prescribed by the Board and include the following:

- Advise the Board of Directors on financial matters.
- Ensure that the Foundation's annual budget is prepared in a timely manner for presentation to the Board.
- Review the budget of the Foundation periodically and make recommendations for any adjustments.
- Review the financial statements of the Foundation in consultation with the Foundation-appointed auditor.
- Monitor income and expenses of the Foundation on a semi-annual basis.
- Report to the Board any financial irregularities, concerns or opportunities.
- Recommend financial guidelines to the Board of Directors (ex: establish a reserve fund).
- Work with staff to design financial reports and ensure reports are accurate and timely.
- Recommend selection of the auditor and work with the auditor.
- Advise the Foundation Chair, President and other appropriate staff on financial priorities and information systems, depending on committee member expertise.

# BOARD DEVELOPMENT COMMITTEE

The duties of the committee are prescribed by the Board and include the following:

- Prepare a slate of candidates to fill vacancies on the Board (nominees are elected by the Foundation members at the AGM).
- Prepare a slate of candidates to fill the Officer positions (nominees are elected by the Board at a special meeting held after the AGM).
- Evaluate the Board structure and roles annually.
- Solicit feedback from the Board through a self-assessment process to determine how well the Board is functioning.
- Conduct surveys throughout the year such as a Board Self-Evaluation, Skills and Interests, Board Member Satisfaction, etc.
- Provide for training for Board of Directors as appropriate committee members.

# FUNDRAISING COMMITTEE

The duties of the committee are prescribed by the Board and include the following:

- Develop annual fundraising goals in conjunction with the Foundation's Business and Strategic Plans.
- Develop a plan for involving Board members and volunteers in fundraising activities.
- Monitor fundraising efforts such as the Legacy Challenge, B'nai Tzedek/Teen Philanthropy, Lion of Judah, etc.
- Develop and secure sponsorship partners and recognition when appropriate.
- Communicate fundraising and sponsorship activities throughout the Foundation's membership utilizing the support of the Education & Outreach Committee.
- Investigate new fundraising projects, activities, and ideas for possible use in the future, utilizing local and national peer organizations and best practices.

# EDUCATION & OUTREACH COMMITTEE

The duties of the committee are prescribed by the Board and include the following:

- Review and approve annual marketing plan & budget.
- Provide input on all marketing and communications initiatives.
- Provide marketing support to Foundation events and initiatives.
- Promote and maintain a favorable image of the Foundation in the eyes of our donors / members.
- Prepare and submit marketing materials to publicize the Foundation's activities and achievements as required (OJB ads, etc.).
- Plan and prepare communications (newsletter, etc.) for the Foundation's membership.
- Oversee the development and maintenance of the Foundation website.
- Assist in the coordination of records of the Foundation's overall activities, for history and publicity.

# WOMEN'S COLLECTIVE PHILANTHROPY PROGRAM

The Women's Collective Philanthropy Program (WCPP) is designed to use the power of collective philanthropy to nurture and maintain a systemic difference in the status of women and children. Its goals are to engage, educate and empower women to become catalysts for social change. This is achieved through the growth of the Women's Collective Endowment Fund (WCEF), which supports initiatives that expand and improve opportunities and choices in the lives of Jewish women and children. The WCEF is a fund of the Foundation.

The duties of the committee are prescribed by the Board and include the following:

- Develop annual fundraising goals for the targeted demographic / population in conjunction with the Foundation's Business and Strategic Plans.
- Oversee the development and implementation of appropriate outreach efforts and events.
- Investigate new fundraising projects, activities, and ideas for possible use in the future.
- Whenever possible, work alongside/ in conjunction with the Annual Campaign's Women's Division in mutually beneficial partnership.

# G.J. COOPER SCHOLARSHIP COMMITTEE

- A Committee Chair is selected each year by the Board. The person can be either a Board member or a non-Board member.
- Two additional (minimum) volunteers are recruited to assist the Committee Chair with the selection process.
- The scholarship details are posted on the Foundation website and is published in the February and March issues of the Ottawa Jewish Bulletin.
- In April, the Scholarship Committee reviews the applications and selects one individual to receive the award.
- The award presentation is made at the AGM in June.

# CENTRE FOR JEWISH PHILANTHROPY

- This is a joint committee between the Foundation and the Federation
- The two organizations are working together to implement a donor-centric and collaborative fundraising approach for Jewish Ottawa
- A collaborative fundraising approach builds on and enhances a robust Annual Campaign, by adding elements of planned, endowment and legacy-directed giving opportunities, in addition to special projects
- The Centre for Jewish Philanthropy will help refine the fundraising process to better meet the needs of the donor and local agencies