

THOMPSON COMMUNITY FOUNDATION

Role of the Executive Committee, and Executive Assistant

Board President/Chair

The Board Chair works closely with the Executive Director or their designate in discussing and planning the operations of the Foundation.

1. Ensures that the Foundation's vision and mission statement are reviewed during each strategic planning process.
2. Provide leadership and direction for the Foundation.
3. Oversees and chairs Board and Executive meetings.
4. Oversees asset development activities and ensures Board participation in implementation of annual operating and endowment fund development.
5. Serves as ex-officio member of all committees.
6. Works in partnership with the Executive Director or their designate to make sure Board motions are implemented.
7. Calls special meetings as necessary.
8. Be a signing officer of the Foundation.
9. Assists the Executive Director or their designate in conducting new Board member orientation and preparing agendas for Board meetings.
10. Oversees the search for new Executive Director's as required.
11. Coordinates annual performance review for Executive Director.
12. Acts as the official spokesperson for the Foundation.
13. Periodically consults with Board members on their roles and help them assess their performance.
14. Ensures that the Board policies are regularly reviewed.
15. Represent the Foundation at public events or delegate this responsibility.
16. Chair the Nomination Meeting, ensuring that they meet as required.
17. Develops and executes succession plans for Executive Director and Foundation staff.

Vice President/Vice Chair

1. Understands the responsibilities of the Board Chair and be able to perform these duties in the absence of the Chair.
2. Be a signing officer of the Foundation.
3. Carries out special assignments as requested by the Board Chair.
4. Assists Chair with the development and execution of succession plans for Executive Director and Foundation staff.
5. Participates as a vital part of the Board leadership.

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Secretary

1. Review Board minutes prior to distribution.
2. Be a signing officer of the Foundation.
3. Ensures that all Board records are maintained, accurate and secure.
4. Ensures the provision of adequate Board meetings and/or committee when such notice is required.
5. Assumes responsibilities of the Chair in the absence of the Chair and Vice Chair.
6. Carries out special assignments as requested by the Board Chair.

Treasurer

1. Understands financial accounting for non-profit organizations, in conjunction with the auditor.
2. Serves as financial officer of the organization and, whenever possible, as the chair of the Finance Committee.
3. Works with the Executive Director and Financial Manager to ensure that appropriate financial reports are made available to the Board on a timely basis.
4. Ensures effective financial and risk management controls and policies are in place, with controls reviewed on an annual basis.
5. Maintains a deep knowledge of the organization and the financial aspects related to the Foundation.
6. Ensures an annual meeting is held with the auditor to review statements and the letter to management for presentation to the Board
7. Oversees the preparation of the annual budget and presents the budget to the Board for approval in a timely manner.
8. Ensures that the necessary information and accounting systems are in place to assess the Foundation's progress towards meeting its financial objectives.
9. Oversees all responsibilities of the Financial Manager, in conjunction with the Executive Director or their designate.
10. Assumes responsibilities of the Chair in the absence of the Chair, Vice Chair and Secretary.
11. Be a signing officer of the Foundation.
12. Be a member of the Investment Committee.
13. Carries out special assignments as requested by the Board Chair.

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Executive Assistant

1. Be familiar with the goals, objectives, and mandate of the TCF including its by-laws, policies, and guidelines
2. Daily office administrative duties as needed
3. Attend monthly TCF board meetings, take minutes, and circulate minutes to the TCF board members
4. Provide to TCF on a monthly basis or upon other such times as required by the TCF board, the financial reports for the various bank accounts of TCF
5. Prepare and submit to TCF periodic reports on the executive directors activities
6. Furnish donors, clients, or entities with information and promotional materials as may be necessary
7. Assist in the planning and budgeting of TCF
8. Promotion and marketing
9. Maintaining a high level of service to donors, clients, governmental and quasi-governmental agencies that deal with TCF and responding promptly to any and all requests
10. Qualifying new donor prospects and building an active, high potential donor list
11. Such duties and responsibilities as may from time to time be determined to be necessary by TCF as it deems appropriate.

ADOPTED at a meeting of the Board of Directors of the Foundation:

Date: December 15, 2020

President J. Pelk

Vice President T. Krawetz

Vice President S. Thethy