

## Committee's Description & Expectations

Mission: "Dreams Big and Make it Happen" "Where teens achieve their dreams".  
"To nurture at risk adolescence, by empowering dreams of success."  
"To nurture at risk adolescence, empower Success." Nurture the dreams empower success.

Term: Three years or for a minimum of one year provided his or her successor is appointed and able to fill existing member's position accordingly. Service of not to exceed six years. After full term of three years Committee member is eligible for an additional term and/or can be nominated to the Board of Directors.

### **RESPONSIBILITIES & POWERS OF THE ASSIGNED COMMITTEE MEMBER**

- Provide fiduciary decisions for Nurturing Dreams Foundation for the purpose of establishing select plans within assigned committee.
- Ensure the organization has adequate resources to administer plans and its programs to the public, in efforts to meet its purpose and fulfill its plan and mission within assigned committee.
- Understand and interpret Nurturing Dreams Foundation's mission to organizations you belong to and community at large, be an advocate for Nurturing Dreams Foundation everywhere you go.
- Committee Leader will evaluate the success of fellow members, planning and outcome of each plan design performance annually.
- Committee's will meet with the Board of Directors quarterly to advise of progress of committee's planning and performance.

### COMMITTEES

Strategic Planning, Fundraising, Academic, Public Affairs, Membership, and Research & Development

### SPECIFIC DUTIES AND EXPECTATIONS

Meeting Attendance / committee work: Each Committee meets 6 times a year. There will be other meetings Committee Leads and/or Members are expected to attend depending on their current and ongoing projects at the time. The Executive Committee meets 10 times a year. There may be ad hoc committees that will meet one or more times for a specific purpose only.

In addition to meetings, Nurturing Dreams Foundation holds several special events during the year, designed to help raise awareness of Nurturing Dreams Foundation in the community, to raise funds for its programs and growth.

Committee members are expected to attend 80% of their departmental meetings and come fully prepared to discuss matters on the agenda, and actively engage in meeting dialog.

Executive Committee members are expected to attend every meeting, come fully prepared to discuss matters on the agenda and actively engage in committee dialog.

Standing committee members are expected to attend 80% of the committee meetings, come fully prepared to discuss matters on the committee agenda, and actively engage in committee dialog.

It is therefore incumbent on those planning committee meetings to have "prework" in the hands of meeting attendees several days in advance of the meetings to allow for appropriate orientation and preparation to participate actively.

**Committee Assignments:** The strength of Nurturing Dreams Foundation depends on the positive work of the standing committees and ad hoc committees.

Each Committee member is expected to actively participate in meetings, programs, and functions as specified by committee it serves and assist in the activities of fellow committees when necessary.

Each Committee member is expected to serve with integrity and a positive outlook on the future progress of Nurturing Dreams Foundation.

**Strategic Planning Committee:** Committee Lead and its members have a direct effect on annual planning and goals of Nurturing Dreams Foundation.

- Study Nurturing Dreams Foundation's mission and vision statement.
- Create an effective and obtainable organizational plan that will benefit the progress of Nurturing Dreams Foundation's mission.
- Oversee and monitor the implementation of short term goals and initiate long term plans at the appropriate time.
- Committee Lead and/or members will establish a quarterly progress report for review by the Board of Director.

**Fund Raising Committee:** Committee Lead and its members have direct accountability for raising funds for Nurturing Dreams Foundation:

- Create and implement innovative fundraising techniques that solicit funds from the community.
- Committee Lead will keep the Board of Directors apprised of fundraising techniques and outcomes.
- It is the Committee Lead's responsibility to account for funds raised during any fundraising project led by his or her committee.
- Committee Lead and/or members will establish a quarterly progress report for review by the Board of Director.

**Academic Committee:** Committee Lead and its members are responsible for the creation of academic programs for Nurturing Dreams Foundation:

- Create and establish creative programs that adhere to the mission and vision of Nurturing Dreams Foundation.
- Establish partnerships when necessary to ensure the success of a program.
- Maintain a detailed progress report of all program successes.
- Committee Lead and/or members will establish a quarterly progress report for review by the Board of Director.

**Public Affairs Committee:** Committee Lead and its members are responsible for creation and activity of public media programs that will enhance community knowledge of Nurturing Dreams Foundation:

- Create and solicit innovative public service announcements, mailers and informative newsletters.
- Maintain website and necessary active online profiles that increase awareness of Nurturing Dreams Foundation and its activities.
- Attend necessary public functions that increase visibility of Nurturing Dreams Foundation.
- Maintain a detail progress report of the success of areas of publicity.
- Committee Lead and/or members will establish a quarterly progress report for review by the Board of Director.

**Membership Committee:** Committee Lead and its members are responsible for creation and maintenance of standard and electronic mailing list.

- Membership and Public Affairs committees will work closely together to create and organize membership packets and activities.
- Create and solicit innovative membership recognition program and membership drives that will compel exiting members for the continued support and propel others to join.
- Attend necessary public functions that increase visibility of Nurturing Dreams Foundation.
- Maintain a detail progress report of the success of membership recognition programs and drives.
- Committee Lead and/or members will establish a quarterly progress report for review by the Board of Director.

**Research and Development Committee:** Committee Lead and its members are responsible for the research and development of partnerships and grants for operating, and research projects.

- Research and Development Committee Lead and members will work closely with all committees to gain information necessary in efforts research appropriate funding opportunities for each department.
- Committee Lead and its members will determine appropriate resourcing information and organize strategic grant proposals in accordance to each prospective grantor's outline.
- Committee Lead and/or its members will maintain detailed reports prepared to submit to Financial Department within 5 days of grant approvals.
- Committee Lead and/or members will establish a quarterly progress report for review by the Board of Director.

**All Committees are required to solicit for necessary volunteers for their department or collectively for group projects.**

## COMMITTEE SERVICE COMMITMENT PLEDGE

I, \_\_\_\_\_, recognizing the important responsibility as outlined in the Committee Description & Expectations I am undertaking in serving as a Committee member of Nurturing Dreams Foundation and hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a Committee member.

My role:

I acknowledge that my primary roles as a Committee member is (1) to contribute in a proactive way to defining the organization's mission and (2) to carry out the functions of the committee that I am a part of as stated in the description and expectation guideline and in accordance with the bylaws of Nurturing Dreams Foundation.

My role as a Committee member will focus on the development and implementation of programs and information indicative of the committee I serve. I agree to abide by the policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the administrative staff, which determines the means of implementation.

My commitment:

I will exercise the duties and responsibilities of this office with integrity, collegiality, and care.

Pledge

- *To establish as a high priority my attendance at all meetings of the Committee on which I serve. I will attend at least 80% of the committee meetings. If I serve on the Executive Committee, I pledge to attend all of the Executive Committee meetings.*
- *To be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.*
- *To serve, in a proactive way, on at least one of the standing committees.*
- *To work with and respect the opinions of my peers who serve all committees and to leave my personal prejudices out of all discussions.*
- *To always act for the good of Nurturing Dreams Foundation and the community.*
- *To represent Nurturing Dreams Foundation in a positive and supportive manner at all times and in all places, to be an advocate for Nurturing Dreams Foundation.*
- *To treat all Nurturing Dreams Foundation business matters in a confidential manner.*
- *To refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and to offer guidance.*
- *To support in a positive manner all actions taken by the Board of Directors and/or Committee even when I am in a minority position on such actions.*
- *To participate in Committee annual self-evaluation programs.*
- *To participate in Committee development workshops, seminars, and other educational events that enhance my skills as a member.*
- *If I chair the a committee idea, I will:*
  - 1) *Notify the Committee Lead person and request a meeting to be called as necessary, unless objectives can be met through the efforts of the Committee Leader.*
  - 2) *Ensure that the agenda and support materials are distributed to all members in advance of the meetings.*
  - 3) *Conduct the meetings in an orderly, fair, open, and efficient manner.*
  - 4) *Make committee progress reports/minutes to the Board at its scheduled meetings, using the adopted format*

- *I will participate proactively in all fundraising activities, recognizing that the Fundraising Committee has the primary accountability for raising funds to support Nurturing Dreams Foundation's mission and growth. Specifically, I pledge to be responsible for personal participation in the annual giving campaign and to solicit funds from the community.*
- *To participate, in some positive way, in raising funds in other ways associated with Nurturing Dreams Foundation's special events or committee action plans.*
- *To make an annual personal monetary contribution.*

If for any reason, I find myself unable to carry out the above duties, I agree to resign my position as a Board member/officer.

\_\_\_\_\_  
Committee members signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Lead signature

\_\_\_\_\_  
Date