



Victor Valley College District Foundation

Policy # JD3.2

Job Description: Friends of the Foundation (Formerly Advisory Council)

COMPOSITION:

Number: Three or more members

Capacity of Committee Members: Pursuant to the provisions of Section 2.03 of the Victor Valley College Foundation Bylaws for an Advisory Council, members of the Friends of the Foundation shall be members of the Foundation board, general public, business, industry and others interested in furthering the purposes, objectives and interests of the Foundation. The Vice President of Recognition and Outreach will serve as a standing member of the Friends of the Foundation and the liaison between the Friends of the Foundation and the Board of Directors.

Chair: Any member of the Foundation Board of Directors or Friends of the Foundation in good standing who is appointed by the Vice President of Recognition and Outreach.

QUALIFICATIONS:

Friends of the Foundation shall be individuals who have an interest in and the capacity to advance the mission of the Foundation. These individuals shall apply to serve and be accepted by the Foundation Board of Directors, its Executive Committee or the Vice President of Recognition and Outreach. Upon acceptance, a prospective member will activate their membership each year by paying membership dues at a level established by the Board of Directors during the annual budget approval process.

ROLE STATEMENT:

Friends of the Foundation supports the Victor Valley College Foundation mission to make friends and raise funds that help Victor Valley College serve our community.

DUTIES:

Advisory Council / Friends of the Foundation Members may:

- Collaboratively organize Friends of the Foundation membership activities and meetings. Arrange for department presentations at Friends of the Foundation meetings and other Foundation functions.
- Serve as a liaison between the Foundation and a Victor Valley College program to demonstrate the Foundation's support for VVC.
- Solicit donations, especially first time gifts from new donors.
- Participate on Foundation committees helping to produce fundraising events, scholarship awards and grant-making programs.
- Support Foundation outreach efforts including representing the organization at community events and meetings as assigned.
- Attract participation of others in Victor Valley College and Foundation activities
- Serve as career speakers and mentors for Victor Valley College students.

LIMITS OF AUTHORITY:

As prescribed by the ByLaws and as limited by the Board of Directors' approved policies and actions. All committee recommendations shall be forwarded to the Executive Committee with a proposed budget whenever applicable.

REPORTS TO: Vice President of Recognition & Outreach

FREQUENCY OF MEETINGS: The Friends of the Foundation meets monthly

STAFF SUPPORT TO COMMITTEE: Designated Foundation Staff

Adopted: 6.08.16

REV: 4.22.16