

SECTION 3. Board and Board Members

3.4 Responsibilities of Officers of the Board

3.4.1 Board Chair

As a partner to the Chief Executive Officer (CEO) and other board members, the board chair will provide governance leadership, strategic fundraising support, and possess qualities and qualifications to serve effectively. Specific responsibilities include:

Governance

- Lead and facilitate all board and executive committee meetings.
- Serve as an ex-officio member of all committees of the foundation except the governance and Audit Committee.
- Nominate committee members and chairs for board approval.
- Perform other duties as may be from time to time assigned to the chair by the board or prescribed by the bylaws.
- Exercise such powers as may be necessary for the efficient and proper performance of said duties.

Fundraising

- Personally treat the foundation as a top philanthropic priority reflected in an annual financial gift.
- Support the CEO in the identification, qualification, cultivation, solicitation and stewardship of donors.

3.4.2 Board Vice Chair

In support of the board chair and other members, the Vice Chair will provide governance leadership, strategic fundraising support, and possess qualities and qualifications to serve effectively. Specific responsibilities include:

Governance

- Serve on the Executive Committee and as an ex-officio member of all committees of the foundation except the Audit Committee.
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.

- Participate closely with the chair to develop and implement officer transition plans.
- Perform other duties as from time to time may be prescribed by the board or the chair of the board.
- Perform duties as may be from time to time assigned to the chair by the board of governors or prescribed by the bylaws.
- Exercise such powers as may be necessary for the efficient and proper performance of said duties.

Fundraising

- Personally treat the foundation as a top philanthropic priority reflected in an annual financial gift.
- Support the CEO in the identification, qualification, cultivation, solicitation and stewardship of donors.

3.4.3 Chief Executive Officer and Secretary

In accordance with the foundation's bylaws, the Vice President for University Advancement shall serve as the organization's chief executive officer and secretary. The CEO/Secretary shall have general supervision, provide direction, and conduct the business of the foundation in consultation with and on the board's behalf. As spokesperson for and representing the foundation, this position serves to educate and inform its various constituencies of the organization's role, goals, objectives, and accomplishments.

Governance

- Serve on the Executive Committee and as an ex-officio member of all committees of the foundation except the audit committee.
- Provide leadership and guidance in establishing policies, procedures, and guidelines for conducting foundation business.
- Exercise such powers and perform other such duties as may be prescribed by the board or the bylaws.
- Ensure that each member of the board is well-informed with respect to their responsibilities and foundation activities.
- Be familiar with corporate and legal documents of the Foundation (articles, by-laws, etc.) to note applicability during meetings.
- Collaborate with the board chair, to develop board and committee meeting schedules, agendas, and meeting materials.

- Serve as custodian of all official records of the foundation and keep in custody the corporate seal.
- Give notice, record, and keep, or cause to be recorded and kept, the minutes of all meetings of the board and its committees.
- Disperse foundation funds as approved by the board.

Fundraising

- Lead the foundation's fundraising efforts, activities, and campaigns.
- Direct the foundation's communications and marketing, which includes strategic communication and interactive media for all fundraising activities, as well as donor relations and public relations.
- Build a culture of philanthropy among alumni, parents, friends, faculty, staff and students.
- Engage board members in the identification, qualification, cultivation, solicitation and stewardship of donors.

3.4.4 Board Treasurer

In accordance with the foundation's bylaws, the Vice President for Business and Finance shall serve as the organization's treasurer. The treasurer shall be the chief financial officer of the foundation and will work with the foundation CEO to administer the financial affairs of the foundation.

Governance

- Serve as a member of the Finance and Investment Committee, serve as an ex-officio member of all committees of the foundation except the audit committee, and serve on the Executive Committee.
- Administer the financial affairs of the foundation with the CEO.
- Provide financial oversight of foundation assets; monitor the organization's investments, cash flow, and budget.
- Facilitate the governance of the board by providing financial information to members, recommend and keep current financial policies, procedures, and guidelines.
- Assure financial compliance with California State University, federal and state regulations.

Fundraising

- Support the CEO/Secretary in foundation fundraising efforts, activities, and campaigns.
- Promote a culture of philanthropy among alumni, parents, friends, faculty, staff and students.
- Participate when appropriate in the cultivation and stewardship of donors.

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The Foundation's mission is to support CSU, Chico's Strategic Plan by raising, investing, and disbursing funds to fuel the growth and excellence of the University.