



COMMITTEE DESCRIPTIONS

1. **EXECUTIVE COMMITTEE**

The Executive Committee coordinates the work of the board. It is chaired by the WVC Foundation (WVCF) President and is comprised of the officers of the foundation: President, Vice President, Secretary/Treasurer, Past President and (3) At-Large members. The committee meets monthly prior to the full board meeting to guide the strategic direction for the board. An authorized member of the committee reviews and authorizes payments of invoices in excess of \$5,000.00.

2. **BUDGET AND FINANCE**

The Budget and Finance Committee is responsible for monitoring the finances of the WVC Foundation and will make recommendations to the full board regarding financial matters. These include development and review of the annual budget, review of investments, review of year-end accounting, scholarship and program allocations from endowment funds, development of gift acceptance policies, and guiding allocation of unrestricted gifts. The committee is confirmed by the full board and shall consist of a minimum of five members.

3. **MEMBERSHIP COMMITTEE**

The Membership Committee recruits new board members with the capability and the willingness to “make friends and raise funds” for the WVC Foundation. The committee is responsible to ensure that the board’s diversity appropriately reflects the constituencies served and solicited for support and participation. The committee selects prospective candidates and presents the names to the Executive Committee and the full board for approval. In addition, the Membership Committee is responsible for the mentoring program and orientation of new members. The committee participates in the creation and design of the annual board retreat agenda, acknowledges and celebrates board members’ accomplishments, and provides other educational activities for board member development.

4. **EVENTS AND OUTREACH COMMITTEE**

The Events and Outreach Committee executes stewardship activities and strategic interaction with potential donors. The committee participates in networking opportunities and communication of all mediums. It is the guiding body behind the fundraising partnership with the Athletics Department and all communication strategy. The committee is the foundation’s voice to the community and the hospitality team at events, and attends community events as a representative of the foundation and acts as the digital voice of the foundation on social media.