



CODE OF ETHICS

Wenatchee Valley College Foundation board members, by virtue of their responsibilities, represent the college and foundation. They have, therefore, a special duty to exemplify the best qualities of their institutions and to observe the highest standards of personal and professional conduct.

As a Wenatchee Valley College Foundation board member, I will:

- Focus my efforts on the mission of the Foundation.
- Promote the merits of Wenatchee Valley College and of education generally.
- Embody respect for truth, fairness, free inquiry, and the opinions of others. Approach all board issues with an open mind, prepared to listen and respect the opinions of my board colleagues, and be ready to make the best decisions for everyone involved.
- Respect all individuals without regard to race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.
- Safeguard privacy rights and confidential information.
- Represent the interests of all people served by Wenatchee Valley College Foundation and not favor special interests inside or outside the foundation.
- Not grant or accept favors for personal gain or for the gain of my friends or business acquaintances. Not solicit or accept favors for Wenatchee Valley College Foundation where a higher public interest would be violated.
- Declare conflicts of interest between my personal and professional life and my position on the board and abstain from voting, if appropriate. Avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from appropriate authorities.
- Follow the letter and spirit of laws and regulations affecting institutional advancement.
- Avoid an appearance of impropriety, where it may appear to a reasonable observer to be improper, whether or not such a circumstance is an actual violation of policy or law.
- Observe these standards and actively encourage colleagues to join them in supporting the highest standards of conduct.
- Do nothing to violate the trust of those who elected or appointed me to the board, or of the students we serve.
- Never attempt to exercise authority as an individual board member, except when acting in a meeting with the full board or as delegated by the board.
- Respect the roles and responsibilities of Foundation staff.

Printed Name: _____ **Signature:** _____ **Date:** _____



CONFLICT OF INTEREST

After identifying the issue, matter, or transaction with respect to a conflict, a board member with a conflict shall withdraw from any further involvement in that issue, matter, or transaction unless a majority of the disinterested board members determines that the conflict is:

- a. immaterial or not averse to the interests of the WVC Foundation *or*
- b. the benefits of allowing the person with the conflict to participate in the discussion or consideration, but not the final decision, outweigh the dangers; in which case the person may participate in the discussion, study or consideration of the issue, matter or transaction, but not the decision.

The minutes of the meeting at which the disclosure of any conflict is made will reflect that the disclosure was made and whether the person with the conflict withdrew, after making full disclosure of the matter in question and the conflict, and if he or she was present (or not present) for the final discussion of the matter and the final vote.

Please describe below any relationships, transactions, positions held (volunteer or otherwise), or circumstances you believe could contribute to a conflict of interest:

Please specify other nonprofit or for-profit boards you (or your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer or any businesses you or a family member own:

1. _____
2. _____
3. _____
4. _____
5. _____

Printed Name: _____ **Signature:** _____ **Date:** _____



CONSENT FOR ELECTRONIC NOTIFICATION

The undersigned, a member of the Board of Directors of the Wenatchee Valley College Foundation, hereby consents to notice of members' meetings by electronic transmission and submits this consent pursuant to RCW 24.03.009.

Electronic notification of members' meetings should be sent to:

Name

Phone Number

Email Address

Email Address (Alternate)

As a courtesy, the above email will be included in meeting invitations for Outlook.

EFFECTIVE this _____ day of _____, 2023.

Signature



BOARD MEMBER COMMITMENT 2023-24

Board Member: _____

Foundation Mission

Identify, cultivate, solicit, and steward friends of the college and alumni for the support of Wenatchee Valley College through student scholarships, program support, and special projects through fundraising campaigns including, but not limited to, annual mail appeals, fundraising events, and capital campaigns (annual, major, and planned giving activities).

My commitment to the mission of the Wenatchee Valley College Foundation inspires the following pledge for 2023-24:

1) I will make a personal, confidential contribution (see last page).

2) Raising Money

- I will steward relationships with current donors.
- I will cultivate relationships with prospective donors.
- I will personally approach prospects to ask for a gift.
- I will accompany solicitors that are more experienced on donor visits.
- I will call existing donors to ask them to renew their support.
- I will introduce the foundation to #____ contacts from my circle of influence.

3) Making Connections

- I am a member of the following service club, spiritual group, professional association, or trade union: _____

- I will write support letters to companies or foundations where I have contacts.
- I will accompany the executive director on a visit to a potential grantor.
- I have contacts with the following corporations or foundations: _____

4) In-Kind Contributions

- I will make the following in-kind contribution: _____
- I will solicit in-kind contributions.

5) Major Events

- I will help find sponsor(s).
- I will volunteer my own time, and recruit other volunteers.
- I will help at events with (circle options): set up / cleanup / greeting / decorations

6) Committees

I will serve on the following committee(s):

- Development
- Budget & Finance
- Scholarship

7) Media Work

- I am willing to share event and social media posts on my own page to reach my networks.
- I am willing to write content for our newsletter or website.
- I have personal media contacts with: _____

8) Advocacy

- I am willing to reach out to elected officials to discuss our issues.
- I am willing to attend / speak at public hearings or coalition gatherings.

9) Other

I am also willing to contribute in the following way(s): _____

Signature: _____ **Date:** _____

These commitments will be reviewed during the year with the Board President.



BOARD MEMBER ANNUAL GIVING 2023-24

Board Giving Goals

- 100% participation by June 30
- Suggested giving level: \$120-\$1,200 annually (\$10-\$100 monthly) per board member

Board Member: _____

10) Personal Giving

- I will make a **one-time** gift in the amount of \$ _____.
- I will set up a **recurring monthly** gift in the amount of \$ _____ to continue until I elect to change my designation, amount, or stop monthly recurring gifts. I understand recurring gifts are charged via credit card on the same date as my set-up day each month, and **I will create the recurring gift on the Foundation's Online Giving page.**
- I will donate through my workplace giving program, using payroll deduction.
- I will donate using other assets. Specify: _____

If you would like us to process a **one-time donation** donate via credit card, please provide the following information:

Name on Card: _____

Card #: _____

Expiration Date: _____ Security Code: _____

Email Address for receipt: _____

If you would like to donate via check, please make out to the following:

Wenatchee Valley College Foundation
1300 Fifth Street
Wenatchee, WA 98801

Signature: _____


Board Development Procedure

Board Recruitment

The Vice President will be the “point person” for board members and staff to refer to for board recruitment.

1. Staff prepares a list of potential board members based on referrals and recommendations. (Ongoing)
2. The Executive Committee or an ad-hoc committee will review the list of referrals and recommendations along with the current board matrix. From this list, individuals will be recommended for interviews. When considering which potential board members to interview, the diversity and inclusivity of the board makeup will be considered. (January-February)
3. The executive director and a current board member will meet with the recruit to interview their interest and experience. They will also share information about the foundation and expectations for board members. (February-March)
4. Based on the outcome of the interview, recruits will be invited to complete an application to join the board. (March)
5. The Executive Committee will review the applications received. The committee will then recommend new board members to the full board for approval. (April)
6. The full board will review the recommended applications and approve new members. (May)
7. New members will be invited to the June board meeting, their terms will begin in July of each year. A new board member orientation will take place in August.

Onboarding New Members

1. Each new member will be onboarded with an orientation packet, campus tour, and connection  to a board buddy. The orientation packet will be provided at the orientation meeting in August.
2. The orientation meeting will be held primarily for new members but all board members are welcome to attend. The presentation content will include the foundation board president, WVC president, WVC executive cabinet, and a campus tour (if possible).
 - a. The orientation packet will include a welcome letter, board buddy information, board member commitment form, code of ethics (includes conflict of interest disclosure and consent to electronic notification), WVC Foundation name badge, and WVC parking pass.
3. Each new member should be connected with a “board buddy.” Board buddies engage with new board members to promote individual and organizational learning. The goal is to make new members feel welcome, connected to their fellow members, and invested in the mission of the organization.

At-Large Member Selection & Approval

1. The full board will be informed of vacant at-large positions by January. Board members interested in volunteering for an at-large position should notify the president or executive director. Board members may also be recommended to the executive committee.

2. Interested members and recommended members will be reviewed by the president and the executive director. It is recommended that Executive Committee members have one year of experience on the board.
3. The president will contact the potential members to assess availability and interest then make a recommendation to the executive committee.
4. The executive committee will review the at-large candidates and make a recommendation to the board.
5. The board of directors will review and approve the at-large member recommendation as a part of the annual slate.

Succession of Officers (President, Vice President, Secretary/Treasurer)

1. It is recommended for a board member to serve at least one year as an at-large member before being approved as an officer.
2. Officers will be elected for 1-year terms as a part of the annual slate.
3. The President and Vice President will not serve more than two consecutive 1-year terms.
4. A former officer who has withdrawn from the Executive Committee can become an at-large member or officer after a period of one year.

Board Relations

1. Board members should always abide by the Wenatchee Valley College Foundation Code of Ethics, which must be signed on an annual basis. The conflict of interest includes a disclosure of conflicts of interest.
2. Board members with questions regarding their term should contact the president or vice president of the board. This includes questions about renewal, becoming an at-large member, becoming a committee chair, or resignation.
3. Board members with concerns regarding their fellow members should contact the president or vice president of the board. Concerns should relate to the code of ethics.
4. Board members with concerns regarding foundation staff members should contact the Executive Director. If the concern is regarding the Executive Director, the member should contact the president or vice president of the board. Concerns should relate to professional performance or the code of ethics. If necessary, an executive session, which will include the WVC president, can be held to discuss staff performance.

Annual Slate

At the June meeting each year, the board of directors will review the slate for the following year. The slate will include:

1. Executive committee officers
2. Executive committee at-large members
3. Renewing board members
4. Committee chairs
5. Concluding board members
6. New board members



Board Member Job Description

The Wenatchee Valley College Foundation is governed by a volunteer board of directors. The board should represent the community the college serves. Board members play a crucial role in the foundation's success by providing oversight, directing strategic goals, making charitable donations, and creating connections.

Title

Member of the Wenatchee Valley College Foundation board of directors.

Reports To

Board president or vice president.

Term

Three years, with unlimited renewal. Terms end in June of the third year.

Expectations

- Regular attendance at board meetings (September – June). September is typically the annual board retreat. Board meetings are held the third Monday of each month at noon.
- Serve on at least one committee. Board members choose which committee they serve on, and can change committees. Committee meeting times can be found on the committee description sheet. At times, ad-hoc committees may be convened.
- Make a personal contribution to the foundation at a meaningful level. Our goal is for 100% of board members to make a charitable gift each year.
- Provide fiscal oversight by reviewing financial statements, approving the annual budget, and understanding the foundation's financial position.
- Act as an ambassador to the community for the foundation by making connections, sharing our mission, and referring potential donors or board members to the Executive Director.
- Attend events & activities hosted by the foundation or college.
- Complete an annual commitment form, which includes the foundation code of ethics and conflict of interest disclosure.

Time Commitment

- Board members can expect to spend about 2.5 hours in business meetings each month (full board @ 1.5 hour, committee @ 1 hour).
- The annual board retreat is half day or full day, hosted in Wenatchee.
- College/foundation events are typically 2-3 hours. Events and volunteer activities will be shared with board members via email or during meetings.



Committee Descriptions

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. The committee coordinates board development (i.e. recruitment, succession, etc.) per the board development procedure.

This committee meets on the 2nd Monday of each month at 4pm.

Budget & Finance Committee

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 unrestricted budget, review of investments, review of year-end accounting and preparation for the annual audit, scholarship and program allocations from endowment funds, development of gift acceptance policies, review of financial procedures, and guiding allocation of unrestricted gifts. The committee consists of a minimum of five members.

This committee meets on the 1st Monday of each month at 4pm.

Development Committee

The Development Committee will oversee the fundraising and marketing efforts of the WVC Foundation. Fundraising activities may include efforts to cultivate, solicit, and steward donors through appeals and events. Marketing activities focus on increasing community awareness and furthering the mission of the foundation. Subcommittees will be convened on an as-needed basis for the planning and execution of activities (e.g. events, campaigns, etc.). The committee will oversee the fundraising partnership with the Athletics Department.

This committee meets on the 2nd Monday of each month at noon.

Scholarship Committee

The Scholarship Committee provides oversight of the scholarship program in alignment with the foundation's mission and vision. The committee will develop and maintain goals and procedures for the scholarship program. Strategizing with staff, the committee will execute an equity-centered scholarship program. Committee members will act as volunteer scholarship application reviewers, as needed.

This committee will have business meetings quarterly. Members will also be expected to attend training and serve as scholarship reviewers.



**COMMITTEE ROSTER
2023-2024**

BUDGET & FINANCE Meets 1 st Monday 4:00-5:00pm
Brenda Alcala
Xavier Arinez
Don Gurnard
Bárbara Guzmán
Barry Leahy
Ron Lodge
Lyle Markhart
Bianca Ebreo
Steven Wilkinson
Jennifer Babcock

DEVELOPMENT Meets 2 nd Monday 12:00-1:00pm
Jorden Jessup (Chair)
April Clayton
Bryce Mackay
Daryl Ferguson
Brett Peterson
Cathy Rixey
Danielle Marchant
Jessica Gilmore

SCHOLARSHIP Business Meetings: TBD
Joshua Wood (Chair)
Beverly Jagla
Kathy Coffman
Chelsea Ewer
Lyle Markhart

EXECUTIVE Meets 2 nd Monday 4:00-5:30pm
Joshua Wood (President)
Jorden Jessup (Vice President)
Jennifer Babcock (Sec./Treasurer)
Don Gurnard (Past President)
Barry Leahy (At-Large Member #1)
April Clayton (At-Large Member #2)
Xavier Arinez (At-Large Member #3)
Dr. Faimous Harrison (WVC President/Ex-Officio Member)

2023-24 Board of Directors Evaluation Form

	Yes	No	Needs Improvement	Don't Know/ Can't Judge
1. Operates in all ways mindful of its commitment to support the college.				
2. Enforces discipline needed to govern with excellence. Discipline applies to matters of attendance, respect of roles, and speaking with one voice.				
3. Cultivates a sense of group responsibility.				
4. Serves as the link between the Foundation, the college, and the community.				
5. Promotes a positive image for the Foundation and the College.				
6. Effective in understanding objectives and the role the board plays in fundraising and building reputation.				
7. Understands and is supportive of the strategic planning process.				
8. Effective in obtaining and using feedback from others.				
9. Operates under policies, procedures, and guidelines with which all members are familiar.				
10. Meetings are well attended.				
11. Newly elected board members are oriented to their role and what is expected of them.				
12. Follows policies that define term limits for board members.				
13. Committee structure is effective towards furthering Foundation goals.				
14. Effective in understanding fiduciary responsibility.				
Additional Comments:				

2023-24 Individual Board Member Self-Evaluation Form

INDIVIDUAL SELF-EVALUATION	Yes	No	Needs Improvement	Don't Know/ Can't Judge
1. I have attended at least 8 of the 10 regular meetings.				
2. I have actively participated in at least 8 of the 10 regular meetings.				
3. Attend meetings having studied the information and prepared to discuss the issues.				
4. Raise intelligent and useful questions and make suggestions in a manner which encourages positive discussion.				
5. Assist the President in keeping the discussion pertinent and moving along.				
6. Contribute to but do not monopolize discussion.				
7. Conduct myself in a manner that contributes to a positive, professional image of the board for staff, students, and public.				
8. I participate in board functions, committees & assignments.				
9. I communicate as needed with the board President and staff with the goal of staying informed.				
10. I have maintained a constructive attitude toward Foundation goals.				
11. I have been flexible toward the acceptance of new ideas and the impact of changing times.				
12. I have supported the majority decisions of the board.				
13. I have met my monetary commitment of at least \$ in giving per year.				
14. I have utilized my talents to further the foundation mission.				
15. I have reviewed appropriate sources of information prior to decision-making when possible.				
16. I have recognized the number one priority of the foundation is to support the college.				
17. I actively participate in fundraising efforts including donor cultivation				
Additional Comments:				