



SIERRA MADRE COMMUNITY FOUNDATION

BOARD OF DIRECTORS OVERVIEW

Thank you for your interest in the Sierra Madre Community Foundation and its Board of Directors. The following provides information about the organization’s mission, how it operates, and Board Member expectations.

Who We Are

The Sierra Madre Community Foundation (“SMCF”), founded in September 2000, is a 501(c)(3) tax exempt, California non-profit public benefit corporation. The activities of the SMCF are conducted by the Board of Directors, at least 80% of whom must be residents of the City of Sierra Madre. Board members who are not a resident of the City of Sierra Madre must either work in the City of Sierra Madre or be associated with a Sierra Madre organization, entity, or club. The Board of Directors consists of a minimum of nine (9) and a maximum of seventeen (17) members.

What We Do

- Provides, through its Grants Program, funding to grant applicants for projects that will benefit the Sierra Madre community as a whole or a segment of the community. Examples include: Create Arts Group, SM CERT, SM Elementary School, SM Historical Preservation Society, SM Middle School, SM Pioneer Cemetery Association, SM Playhouse, SM Rose Float Association, SM Search & Rescue, SM Shakespeare Festival, numerous Boy Scouts of America Eagle Projects, 4th of July Fun Run, Alverno Heights Academy, & The Gooden School.
- Sponsors numerous City of Sierra Madre events and activities that contribute to the preservation of the quality of life and sense of community that define our town. Examples include: Concerts in the Park, Halloween Happenings, Huck Finn Derby & Campout, Library Bookmark Contest, Library One Book One City Events, Mt. Wilson Trail Race Kids’ Fun Run, and Senior Meal Program.
- Serves, through its Special Projects Funds Program, as the fiduciary agent for other Sierra Madre groups and civic organizations to enable them to promote fundraising for their specific programs and projects. Current Special Project Funds include: SM 4th of July Committee, Friends of the Arts, Fletcher Trail Maintenance Fund, Goldberg Park, Konigsberg Library Fund, Library Fund, and SM Environmental Stewardship Project.
- Offers individuals, families, and businesses the opportunity to make a tax-deductible donation to a 501(c)3 organization to support activities and events benefitting the Sierra Madre community.

- Through planned giving, offers individuals, families, and businesses the opportunity to establish a “named endowment” and a tax-deductible donation to a 501(c)3 organization to provide long-term support of activities and events benefitting the Sierra Madre community.

Board Meeting Schedule

The SMCF Board of Directors meets every other month on the third Tuesday of the month, beginning in January. i.e. January, March, May, July, September, and November. SMCF Board of Directors meetings begin at 7:00 p.m. A quorum of 50% +1 of the members present is needed to conduct business at each meeting.

SMCF Committee meetings are scheduled between Board Meetings by the Committee Chairperson on an as needed basis.

Board Meeting Attendance/Participation

Board members are expected to attend all meetings and actively participate in all discussions. Board members should notify the SMCF Chairperson in advance if they are unable to attend a meeting. All Board members have full voting rights and privileges after their appointment to the Board and there is no introductory or probationary period. When discussing any matter, all Board members’ opinions are welcomed and encouraged, including dissent and contrarian opinions. Voting on grants and other matters is in an open forum and not secret ballots. To pass a motion, only the affirmative votes of a majority of Board members present at the meeting are needed.

Board Member Terms of Service

A regular term of office is three years, beginning on January 1st of the year first elected to the Board, except those Board Members elected at the Annual Meeting (last Board Meeting of the year). No person shall serve more than three regular terms (9 years). For Board members elected at the Annual Meeting (last Board Meeting of the year), their term begins on January 1st of the following year.

Financial Commitment

SMCF Board members are expected to financially support the SMCF annually. While there is no required annual donation amount, the suggested Board Member SMCF donation is at least \$250 per year. All donations are acknowledged as such and are tax-deductible as allowed by law.

Board Member Ethics – SMCF Conflict of Interest Policy

It is expected that no SMCF Board member shall use his or her position, or knowledge gained therefrom, in such a manner that a conflict arises between the interest of the SMCF, any of its affiliates and his or her personal or professional interests.

SMCF Board members have the duty to place the interests of the SMCF foremost in any dealings on behalf of the organization and have a continuing responsibility to comply with the

SMCF's Conflict of Interest Policy. Each SMCF Board member is expected to sign the SMCF Conflict of Interest Policy statement annually and abide by this policy.

SMCF Committees

While policy decisions are made at SMCF Board Meetings, individual SMCF committees meet between Board Meetings to develop plans and proposals for consideration by the entire Board. Each Board member is expected to serve on one or more the SMCF committees. The responsibilities of the committees are as follows:

- **Executive Committee members are the SMCF Chairperson, Secretary, and Treasurer** – Maintains the by-laws and adherence, maintains SMCF records and documents, establishes Board meeting agendas, prepares meeting minutes, monitors SMCF committees, monitors the SMCF P.O. Box, manages SMCF communications, including donor acknowledgement letters and Special Project Fund liaison communications, manages reporting to federal and state agencies, collaborates with Finance Committee on tax filings and audits, and manages Board term dates in compliance with SMCF by-laws.
- **Board Development Committee members are the SMCF Chairperson, who serves as the Chair, and three or more members** – Establishes selection criteria for new Board members, recruits and reviews new Board member candidates, receives new Board member recommendations from other Board members, makes recommendations to Board for consideration, develops an orientation program for new Board members, implements a recognition program for high achieving and retiring Board members, and reviews the SMCF bylaws, as necessary.
- **Donor Development Committee consists of three or more members** – Maintains SMCF donor database, including past and potential donors, develops community outreach plans to solicit donations and increase the number of donors, provides information and outreach to potential planned giving prospects, plans/coordinates SMCF fundraising events, provides annual fundraising report to the Board at the Annual Meeting, establishes and reviews levels of donor recognition, and coordinates with Publicity Committee regarding donor communication. Chair of the Donor Development Committee is a SMCF Member at Large designated by the SMCF Chairperson.
- **Finance Committee members are the Treasurer, who serves as the Chair, and at least two other members** – Maintains financial records, manages SMCF bank and investment accounts, processes SMCF donations, processes Special Project Fund donations, processes grant payments and Special Project Fund reimbursements, provides a written financial report at each SMCF Board Meeting, provides financial information to the Donor Development and Publicity Committee to support their respective duties, prepares Special Project Funds' accounting statement annually, creates annual budget for adoption by the Board, oversees tax filings and audits, ensures insurance and other SMCF expenses are paid in a timely manner, and ensures the completion of an annual audit.
- **Grants Committee: The Grants Committee consists of the Secretary, who serves as the Chair, and at least two (2) or more members** – Receives and reviews all grant applications, follows up with applicants regarding any questions, makes a

recommendation and presentation at a Board meeting at which a quorum is present for Board decision, and notifies applicants of the Board's decision, which includes a formal letter and mailing of the SMCF grant award check, if approved.

- **Publicity Committee consists of three or more members** – Manages the SMCF website and social media sites, issues a quarterly e-newsletter, issues press releases for significant events, prepares materials for donor solicitation, issues press releases about SMCF grants, supports the Donor Development Committee in preparing materials & press releases about SMCF fundraising events, issues press releases about SMCF major gifts received, maintains SMCF brand identity/logo, letterhead, etc., and coordinates SMCF appearances at public and community events. Chair of the Publicity Committee is a SMCF Member at Large designated by the SMCF Chairperson.

For more information, please check the SMCF website at www.sierramadrefoundation.org or contact Frank Moore, SMCF Chairperson, at sierramadrefoundation@gmail.com.