



Owens Foundation Board of Directors
Directors Job Description
(Updated May 2017)

History of the Owens Community College Foundation

In 2002, the Owens Community College Foundation was reorganized and incorporated for the purpose of encouraging and accepting private donations to benefit the College's programs and students. Since 2002, donors have contributed \$6.1 million in gifts and grants. As a result, more than \$5.124 million has been distributed to the College for programs and students scholarships.

As of June 30, 2017 the Owens Community College Foundation has more than \$3.9 million in liabilities and assets, up from \$822,000 in 2002. The Foundation Board of Directors is comprised of 23 community leaders from Lucas, Wood and Hancock counties.

Mission

Owens Community College Foundation develops and provides resources to advance the College's mission of serving our students and our community.

Core Values

- Access, Innovation and Excellence in Education
- Outstanding Service
- Ethical and Visionary Leadership

Vision

The Owens Community College Foundation believes that higher education should be available to everyone. The Foundation will work to remove barriers to education by providing student scholarships and supporting growth and innovation at Owens Community College.

Overview of Job Responsibilities

To act as a voting member of the Board in accordance with the Foundation Code of Regulations, to develop and approve Foundation policies, to monitor the Foundation's financial health and to distribute funds to the College in accordance with the Foundation's mission, vision and core values.

Term of Office

In accordance with the Foundation Code of Regulations, Directors-at-large are elected for a three year term of office and are eligible to be re-elected to successive terms. Initial terms may be a partial terms of one or two years in an effort to maintain a balanced, staggered term structure of board members.

The Full Board's Responsibilities

1. Establish policy, including key operating policies, for the Foundation.
2. Assist the College with hiring and evaluation of the Foundation's Executive Director.
3. Make individual contributions and help secure funding for the Foundation.
4. Monitor Foundation finances and investments.
5. Create and update the Foundation's long-range strategic plan.
6. Select and support the Foundation's Board of Director and Officers.

Giving to Support the College and Foundation Activities

We aspire that 100% of board members agree to "give" by making a personally significant contribution to the Foundation each year. The amount of a personally significant contribution is loosely based on an individual's discretionary ability and/or the capacity of their organization. An average annual donation of \$1,000 from an individual or their company is helpful, but amounts vary widely. Some choose to make a truly lasting impact on the College and the community, some do what they can with what they have at the time. We leave it up to each director. Our greater goal is to have 100% participation from our directors so we can lead by example when we ask others to consider following our lead and contributing to the Foundation. Board members are also asked to be active by participating in Foundation fundraising efforts with corporations, foundations and individuals, and by raising monies through their individual contacts.

Individual Member's Duties

1. Attend Board meetings regularly. It is important to have as many members in attendance as possible to conduct the business of the board and provide proper governance and oversight. However, we recognize that business schedules may conflict with board meetings. In the event a board member is unable to attend a meeting, a summary of the meeting will be provided and the Foundation Executive Director will be available to answer questions.
2. Support the Foundation's fundraising campaigns annually through individual meaningful financial contributions and help secure outside funding for the Foundation.
3. Serve on at least one committee.
4. Assume leadership roles when asked and when possible.
5. Attend the special events and activities of the Foundation where possible.
6. Become knowledgeable about the Foundation and Owens Community College.
7. Come to Board meetings prepared and informed about agenda items.
8. Contribute to meetings by asking questions and expressing a point of view.
9. Consider other points of view, make constructive suggestions, and help the Board make decisions that benefit the College and the students it serves.
10. Represent the College and Foundation to individuals, the public and other organizations in a positive manner.
11. Keep the Executive Director informed about community concerns affecting the College and the Foundation.