Executive Committee Roles for UNM Center for Life – Philanthropic Leadership Council (PLC)

Executive Leadership Responsibilities and Roles

Responsibilities:

- To govern the Council through collective decision making
- Establish Council’s mission and set goals
- Oversee development and implementation of the Council’s agenda
- Provide leadership and strategic guidance for the Council
- Guide and mediate Council member’s actions; hold Council members to account
- Acts on behalf of the Council at community and industry events
- Actively participates in Council sponsored events
- Safeguard CFL’s assets including money, property, reputation and name; ensure assets are used appropriately
- Participate in one executive meeting and one committee meeting per month
- Also see General Member Responsibilities

Roles:

Chief Executive/Advisor: Dr. Arti Prasad

Works closely with the board on strategic planning, agenda setting and monitors that Council activity is in compliance with University policies

Council Chair:

• Develops agenda & strategic plan with the Chief Executive/Advisor and chairs meetings • Serves as the chief volunteer of the organization • Is a partner with the Chief Executive/Advisor in achieving the organization’s mission • Provides leadership to the Executive Committee • Serves ex officio as a member of committees and attends their meetings when invited • Helps guide and mediate Executive Committees actions with respect to organizational priorities and governance concerns
• Reviews with the Chief Executive/Advisor any issues of concern to the Council • Monitors financial planning and financial reports • Plays a leading role in fundraising activities • Informally evaluates the effectiveness of the Council and Council members • Evaluates annually the performance of the organization in achieving its mission • Performs other responsibilities assigned by the Chief Executive/Advisor

Vice Chair:

• Performs Chair responsibilities when the Chair cannot be available • Reports to the Chair • Works closely with the Chair and other staff • Participates closely with the Chair to develop and implement Council agenda • Performs other responsibilities as assigned by the Chief Executive/Advisor

Secretary: (Internal role filled by CFL employee)

• Maintains records of the Council and ensures effective management of organization’s records • Manages minutes of Council meetings • Ensures minutes are distributed to members shortly after each meeting

Treasurer: (Internal role filled by CFL employee)

• Manages finances of the organization • Administers fiscal matters of the organization • Provides annual budget to the Executive Committee’s approval • Ensures development and Executive Committee review of financial policies and procedures

Committee Chairs: (Fundraising/Special Events/Sponsorship • Grants/Grant Writing • Marketing/Branding • Volunteers)

• Manage the committee • Schedule regular meetings with your committee • Report committee activities and accomplishments to Executive Committee • Delegate assignments to committee members • Keep committee members on task and hold to account • Provide guidance
Fundraising/Special Events/Sponsorship
• Oversees development and implementation of the fundraising plan • Identifies and solicits funds from external sources of support • Plans and coordinates major events

Marketing/Branding
• Oversees development and implementation of the marketing plan for individual events • Identify potential markets, their needs and how to meet those needs with Center for Life services and programs • Promote and sell programs to University, medical community and community at large • Attend tradeshows when possible with CFL Program Coordinator • Establish a social media presence through blogging, i.e. Facebook, Twitter, etc.

Grant/Grant Writing
• Research grants relative to the mission of the Center for Life • Coordinate, write and review major grants

Volunteers
• Volunteer for tasks in preparation of an event • Participate on-site at events • Assist in distributing flyers and promotional materials throughout University, University Hospital and community • Assist in other duties as necessary • Attend monthly general membership meetings

General Member Responsibility Roles

Responsibilities:
• Be a pool of expertise and advice
• Manage one or more volunteers or projects
• To do work in preparation of fundraising events; volunteer at fundraising events
• Participate in committee meetings; spend 1-2 hours per month
• Participate in one of the committee’s listed below

Conduct for All Members of the Council

All members of the Council must:
• Be active
• Act jointly
• Act constitutionally
• Act in the interests of the beneficiaries
• Act reasonably and honestly
• Have a duty of care
• Not benefit personally
• Avoid conflict of interest

All members of the Council should:
• Strive to attend all meetings, sending apologies to the Chair for necessary absences.
• Prepare for the meeting by reading the agenda, papers and emails before the meeting.
• Talk to the Chair before the meeting if you need to clarify anything.
• Arrive on time and stay to the end.
• Participate fully in the meeting:
  o Listen to what others have to say and keep an open mind.
  o Contribute positively to the discussions.
  o Try to be concise and avoid soliloquies/speeches.
• Help others concentrate on the meeting. Discourage side conversations.
• Have the best interests of the organization/beneficiaries in mind at all times.
• Draw attention to any potential conflicts of interest that may arise in the meeting.
• Fulfill any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.