



Our mission: To be a trusted community partner in understanding needs, aligning resources, and empowering people to address today's priorities and create lasting impact together.

Committee Descriptions

Background: The Hendricks County Community Foundation, Inc. (HCCF) is a local nonprofit organization that connects residents of Hendricks County, Indiana with causes they care about through coordinated investments and grantmaking. It's a way for local people to come together and solve local challenges facing Hendricks County every day, leaving a long-term impact and legacy in the community. By working as an advocate for the whole nonprofit sector and connecting residents and organizations across the county, HCCF enables a larger impact beyond what one individual nonprofit or donor can accomplish.

HCCF Committees operate under the specific authority of the Board of Directors. The Board of Directors (the Board) is critical to the Foundation's ability to achieve its mission. Board members hold the organization in trust, and in their roles, make decisions and take action with the organization's mission and goals in the forefront. The Board is the Foundation's chief policy-making body and is ultimately responsible for the legal, ethical, financial, administrative, grantmaking, community service, and fundraising activities of the Foundation. The Executive Director is responsible for operations and executing the Board's policies.

HCCF currently has the following committees:

Awareness Committee: The Awareness Committee is an ad hoc committee of the Board of Directors. The Committee was created from earlier Marketing Committees in 2016. The name was changed in recognition that awareness of the Community Foundation involved many activities in addition to simple marketing. Community awareness of HCCF is key to effective community leadership, fundraising, and collaborative efforts.

The Committee is charged by the Board with overseeing the Community Foundation's efforts to raise awareness of its activities and impact, including marketing, branding, communications, advertising and outreach to individuals. The Committee is mainly charged with setting strategic direction for these activities with staff delivering specifics, although some creation and review of marketing material will be undertaken.

The Committee shall meet no less than six times a year, bimonthly, at a time and place to be determined. Additional meetings may be called as required.

Development Committee: The Development Committee is an ad hoc committee of the Board of Directors. The Committee was created from earlier models following the conclusion of the Lilly Endowment GIFT VI Campaign Cabinet. Fundraising is critical to the ongoing success of the community foundations, and broad engagement of volunteer leadership in fundraising activities is critical to fundraising success.

The Committee is charged by the Board with overseeing the development and fundraising activities of the Community Foundation. This shall include reviewing and recommending the annual development plans,

Our vision: Hendricks County is a place where everyone has the opportunity to have a fulfilling life and the tools they need to build a stronger future together.

monitoring development activities, performing fundraising events, reviewing and recommending fundraising policies, and assisting staff, volunteers and the Board to be fully engaged in fundraising activities as appropriate.

The Committee shall meet no less than six times a year, bimonthly, at a time and place to be determined. Additional meetings may be called as required.

Diversity, Equity & Inclusion Committee: The DEI Committee is an ad hoc committee of the Board of Directors. The Committee was created from an earlier task force in response to our rapidly growing and diversifying community. Making sure that all in community are welcome is an important part of HCCF's work.

The Committee is charged by the Board with overseeing the development and fundraising activities of the Community Foundation. This shall include reviewing and recommending the annual development plans, monitoring development activities, performing fundraising events, reviewing and recommending fundraising policies, and assisting staff, volunteers and the Board to be fully engaged in fundraising activities as appropriate.

The Committee shall meet no less than six times a year, bimonthly, at a time and place to be determined. Additional meetings may be called as required.

Executive Committee: The Executive Committee is a standing committee of the Board of Directors as mandated by the Bylaws. It is made up of the Officers of the Board and the President & CEO. It is intended to act when immediate or sensitive discussions or decisions are required, as well as to counsel and evaluate the President & CEO. The Committee is charged with acting with the authority of the Board of Directors between meetings of the Board. In addition, the Executive Committee shall be responsible for responding to matters of sensitivity or matters requiring rapid response, for counseling and advising the President & CEO, and evaluating the President & CEO's job performance. *Note: the Executive Committee should be careful to limit its activities and not take up matters that can be or are more appropriately addressed by the entire Board, and all actions should be reported to and affirmed by the Board at the next Board meeting.*

The Committee shall meet no less than four times a year, quarterly, at a time and place to be determined. Additional meetings may be called as required.

Finance Committee: The Finance Committee is an ad-hoc committee of the Board of Directors. Prudent and transparent management of financial matters are critical for the overall reputation, health and wellbeing of a community foundation, creates goodwill in the community and ensures the long-term sustainability of HCCF and its work to realize its mission. The Committee was created to perform these critical duties and counsel the Board on financial matters.

The Committee is charged with monitoring, evaluating and recommending financial activities for the Community Foundation and Board. This includes reviewing and evaluating investments under the current Investment Policy Statement, chartering and reviewing an annual independent audit, ensuring tax compliance and maintenance of tax-exempt status, developing and recommending an annual budget, monitoring management of financial statements, and recommending policies related to finances and internal controls.

The Committee shall meet no less than four times a year, quarterly, at a time and place to be determined. Additional meetings may be called as required.

Governance Committee: The Governance Committee is an ad-hoc committee of the Board of Directors. It is important for community foundations to operate effectively with transparency and accountability, with an active, engaged Board of Directors and volunteer pool. The Governance Committee was established to assure the

Our vision: Hendricks County is a place where everyone has the opportunity to have a fulfilling life and the tools they need to build a stronger future together.

organization has quality volunteer leadership who fulfill their legal and fiduciary roles, and that the organization provides volunteers with the information and tools to perform their roles well.

The Committee is responsible for reviewing HCCF's activities, policies and programs, both internal and external, to promote inclusion and nondiscrimination for all residents and individuals who care about Hendricks County. The Committee is also charged with making recommendations to the Board of Directors for any changes in policies, programs or procedures to promote DEI matters as expressed in HCCF's DEI Policy. The Committee may promote training and events to bring awareness of DEI matters for HCCF and Hendricks County to realize the letter and spirit of the policy.

The Committee shall meet no less than four times a year, quarterly, at a time and place to be determined. Additional meetings may be called as required.

Lilly Endowment Community Scholarship Program Committee: The Lilly Endowment Community Scholarship Program Committee is an ad hoc committee of the Board of Directors. The Committee was created in 1998 to administer the Lilly Endowment Community Scholarship in Hendricks County. The Committee is charged by the Board with administering the Lilly Endowment Community Scholarship Program for HCCF. This includes structuring, reviewing and conducting the program, and recommending recipients to Independent Colleges of Indiana (ICI) and the Board under the guidelines set forth for the program by Lilly Endowment. The Committee has five members, who each serve five years.

The Committee shall meet on an as-needed basis, at a time and place to be determined. One or two meetings per year, one full day meeting for candidate interviews.

Program Committee: The Program Committee was created in 2016 from the previous Unrestricted Grants Committee, which was formed from prior grantmaking committees. The Committee is intended to assist the Board in setting and implementing overall grantmaking strategy. The Program Committee is an ad hoc committee of the Board of Directors. The Committee is charged by the Board with overseeing the Community Foundation's grantmaking and other community impact programs. This includes reviewing and recommending grants from Unrestricted Funds, setting strategic grantmaking direction and initiatives, and general grant and program oversight.

The Committee shall meet on an as-needed basis, at least quarterly, at a time and place to be determined.

Task forces: The Community Foundation can use task forces to accomplish a variety of time-limited or otherwise limited projects. Each task force should have a clear charge following the format of committee charges, specifying the beginning and ending date of the task force. Task force personnel should be selected to take advantage of special knowledge or abilities of the participants. Examples of projects that might benefit from a task force include:

- Special events – Special event celebrations, small group meeting
- Development opportunities
- Capital campaigns
- Employee benefit review
- Friendraising opportunities or events
- Special initiatives
- Strategic Planning
- Women's or Men's giving circles
- President & CEO transitions
- Board retreat planning
- Acceptance of special gifts

Our vision: Hendricks County is a place where everyone has the opportunity to have a fulfilling life and the tools they need to build a stronger future together.