



## Application for Board Membership Pensacola State College Foundation (PSCF)

### **Mission:**

The Mission of Pensacola State College Foundation: is to support the long-range plan of Pensacola State College by raising financial support to enhance scholarships, programs, faculty, facilities, and improvements to further enhance student accessibility and the learning environment at Pensacola State College.

### **Vision:**

Pensacola State College educates students through a dynamic and supportive learning environment that develops all students intellectually, culturally, and socially, preparing them to succeed within the global community.

Accordingly, this requires that all of us at Pensacola State College Foundation, both employees and volunteers, assume the responsibility of earning and keeping the public trust. To fulfill our special obligation to the public, we rely on five core values upon which we base our actions and decisions.

**Core Values:** We pledge to utilize the following to guide our work.

**Exceptional Stewardship:** *Ever stronger relationships stewarded with attentive investment, measurement and communication that instills trust in our objectivity, transparency and consistency.*

**Collaboration:** *Purposeful relationships fostered between [akrieger@pensacolastate.edu](mailto:akrieger@pensacolastate.edu) and a community cooperating to achieve shared or overlapping objectives that create maximum benefit for all.*

**Community Focused:** *Active and meaningful learning and sharing is pursued to enhance knowledge, skills and behaviors that promote optimum opportunity.*

**GRIT:** *Passion and perseverance motivate us to **get results in time** through a dedicated pursuit and achievement of goals that consistently do more... better than expected.*

**Commitment to Caring:** *We utilize integrity founded in a resilient sense of moral responsibility and competence to exceed expectations and maintain excellence.*

If you are interested in being a part of this mission and in joining us in fulfilling our values, please fill out the following information so that it may be reviewed by our nominating committee. We would suggest you keep a copy for your reference and forward a copy to the Executive Director via email at [akrieger@pensacolastate.edu](mailto:akrieger@pensacolastate.edu); or, fax to 850-484-1559; or, mail to: Pensacola State College Foundation, Nominating Committee, 1000 College Blvd., Bldg. 17, Pensacola, FL 32504.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Workplace Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthday: \_\_\_\_/\_\_\_\_ (month/day) Significant Other? (circle one) yes / no

Name of Significant Other: \_\_\_\_\_

Name/Age of Children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Brief Bio** (please send a digital photo) – Who are you and why you want to serve on the PSC Board of Governors – for use on the website:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We are fortunate to have very dedicated and involved board members at the Pensacola State College Foundation. In considering your application, we ask that you provide us with a listing of current commitments so that we have a better understanding of where your talents, interests and community relationships are founded.

I am currently active on the following boards in our community: (Please list Board/Role/Time Commit/Tenure)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I am currently active in other activities in our community: (Please list Role/Time Commitment/Tenure)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I am not currently active with the groups/activities below, but have been in the past, in role listed:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please list any past or current involvements or affiliations you have had with the Pensacola State College:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain answers in the space provided	Yes	No
Fundraising (I am willing to ask others for support if I believe in a cause.) Explain:		
Networking (I am active with leaders in the community.) Explain:		
Planning (It is easy for me to plan and develop programs) Explain:		
Financial Expertise (One of my strengths lies in investments and financial planning) Explain:		
Marketing (I have experience in marketing and can generate media support) Explain:		
Relationship Strengths (I am comfortable getting large donors to support the PSCF) Explain:		
Team Player (I like working as part of a group) Explain:		
Motivated (I am ready and willing to support the PSCF in any way needed) Explain:		
Advocacy (I have experience lobbying governmental entities and persons and am willing to serve as an advocate in representing PSCF issues) Explain:		
Legal (I have legal expertise and connections I am willing to share with PSCF) Explain:		
Commitment (I have the time, talent and energy to support the College.) Explain:		

Please list a reference from one of the past boards you have served on so that we can help determine if this board is a good fit for your passion and service. Please provide two references for two organization(s) where your past or current service with a nonprofit occurred:

Past Board Service Contact #1

Name of Agency/Nonprofit: \_\_\_\_\_

Name of CEO/Executive Director: \_\_\_\_\_

Phone or Email for CEO/Executive Director: \_\_\_\_\_

Name of Board Chair/President during your service: \_\_\_\_\_

Phone or Email for Board Chair/President: \_\_\_\_\_

Past Board Service Contact #2

Name of Agency/Nonprofit: \_\_\_\_\_

Name of CEO/Executive Director: \_\_\_\_\_

Phone or Email for CEO/Executive Director: \_\_\_\_\_

Name of Board Chair/President during your service: \_\_\_\_\_

Phone or Email for Board Chair/President: \_\_\_\_\_

I am able and willing to attend monthly meetings of the board and committee meetings for those I choose to support. \_\_\_Yes \_\_\_No

Committee Descriptions: Please place a check in the box to indicate the committees you are interested in serving on: (Executive Director of Institutional Development attends all possible Board committee meetings)

### EXECUTIVE COMMITTEE

**Staff Liaison:** Executive Director; **Chair:** Board President (policy review, strategic governance discussions)

**Meetings:** The fourth Wednesday; every other month before the board meeting

The Executive Committee shall be made up of the President of the Foundation (Chair); immediate past President of the Foundation; officers of the Foundation; up to four other Governors to include chairs of committees; the appointee of the Chair of the College District Board of Trustees; an appointee of the President of the College.

The Executive Committee shall have and may exercise all powers and authority of the Board of Governors when said Board is not in session, subject only to such restrictions or limitations as the Board of Governors may from time to time specify; provided, however, the Executive Committee shall not have authority to alter, amend, or repeal the Corporation Charter or Bylaws, or to appoint governors.

The Executive Committee shall meet regularly, and minutes shall be kept by the Foundation staff and placed in the Foundation files. The presence of one half of the members of the Executive Committee shall constitute a quorum; the affirmative vote of a majority of those present shall be necessary for the adoption of any resolution.

### FINANCE COMMITTEE

**Staff Liaison:** Director of Finance and Business Operations; **Chair:** Board Treasurer (financial review and strategy)

**Meetings:** Monthly on the fourth Tuesday from 8:15am to 9:15am

The Finance Committee shall be made up of the Treasurer of the Foundation (Chair); the President of the Foundation; two Governors appointed by the Treasurer; The appointee of the Chair of the College District Board of Trustees; the appointee of the President of the College

The Finance Committee shall have oversight authority over all financial matters, including without being limited to, oversight over the acceptance of gifts, the investment of funds, the expenditure of funds, and audits. All actions shall be reported to the Board of Governors through the Finance Committee.

The Finance Committee shall meet at the call of the chair, and minutes shall be kept by the Foundation staff and maintained in the Foundation files.

### EVENT COMMITTEE (Fundraiser Committee Membership – select specific event attendance)

**Staff Liaison:** Donor Relations/Event Manager; **Chair:** Kerry Anne Shultz

(This committee strategically plans for; and, engages volunteers and sponsors for special events. Please check any event committees you are interested in serving on.)

Holiday Experience-**Chair:** Jenn Cole

Day of Clays- **Board Rep:** Mike Morette

Quail Hunt/Pheasant Hunt- **Chair:** Gerry Goldstein

Big Break- **Chair:** Sharon Hess Herrick

PSC Day of Champions for 75<sup>th</sup> Anniversary- **C: open**

Garde Manger- **No Chair:** Foundation Staff

**Meetings:** Quarterly one-hour meeting of the event committee (chairs of events attend). **Seasonally** committees rotate monthly meetings. November-February (Quail Hunt), February-May (Big Break), April-July (Garde Manger), May-September (Day of Clays), August-December (Holiday Experience), Day of Champions (to be determined) This committee is in charge of planning and executing all currently established special events for the Foundation. The committee is staffed with the chairs of each fundraising event executed by the foundation.

### CAMPAIGN COMMITTEE

**Staff Liaison:** Executive Director; (capital improvements/endowments direction/support) **Chair:** Keith Hoskins

**Meetings:** Proposed: Monthly Meeting between executive director and campaign chair and Monthly one-hour meeting with committee starting January 2019

This committee will assist in integrating the comprehensive capital campaign into the overall development effort, emphasize naming opportunities, targeted asks, donors' needs and interests, and identify and recruit community leaders to participate in campaign efforts that include grant seeking, major gift asks, naming opportunities to include buildings/signage/room dedications/endowment opportunities. The capital campaign committee will have division chairs that lead the fundraising for each of Pensacola State College's six campus/center locations, the faculty/staff portion of the campaign and the marketing for the community portion of the campaign.

The following additional committees shall be established with responsibilities as shown. Membership on each committee shall include not fewer than three Governors, one of whom shall be chairman, appointed by the President. Additional governors of the Foundation may be appointed at the discretion of the President.

#### **\_\_\_DEVELOPMENT COMMITTEE**

Staff Liaison: Director of Development

Meetings: Quarterly one-hour meeting

The Development Committee is an advisory committee comprised of members who provide input into the Annual Development Plan. To work with staff to establish a fundraising plan incorporating a series of appropriate vehicles, such as special events, annual appeals, major giving programs; and

With support from Foundation staff, Development Committee members will hold responsibility for identifying potential partners and donors who will be able to support the Pensacola State College Foundation. To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.; To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support; and

Development Committee members will have a role in soliciting gifts and cultivating donors through activities which may include: meeting with foundations, hand-written notes on solicitation letters, donor recognition activities and in-person solicitations.

#### **\_\_\_NOMINATING COMMITTEE**

Staff Liaison: Executive Director; **Chair: Trey Poirier** (Strategic Recruitment, Orientation & Engagement of Board Members) **Meetings:** Proposed: Quarterly one-hour meeting

#### **\_\_\_STRATEGIC PLANNING COMMITTEE**

Staff Liaison: Executive Director; **Chair:** President-Elect (Organizational planning, goal setting, innovation)

**Meetings:** Proposed: Quarterly one-hour meeting

Miscellaneous Ad Hoc Committees -- Such other committees as may be necessary for the effective functioning of the Foundation may be appointed by the President.

**\_\_\_AWARDS & RECOGNITION/FOUNDATION FELLOWS:** This committee will recommend to the Board of Governors the names of those who should be honored for having significantly advanced the objectives of Pensacola State College through extraordinary personal service and financial commitment. Awards include but are not limited to: Foundation Fellow, Distinguished Service, Leaders & Legends, Distinguished Alumni.

**\_\_\_APPRECIATION COMMITTEE:** The committee's role is to identify, develop, and implement a recognition program for donors and friends of Pensacola State College. The Foundation Recognition and Awards Committee will recommend annually to the Board of Governors the names of those who should be honored for having significantly advanced the objectives of the College.

**\_\_\_PLANNED GIVING COMMITTEE:** This committee will assist in integrating planned giving into the overall development effort, emphasize donors' needs and interests, and identify and recruit professional advisers to participate in seminars and presentations.

**\_\_\_SCHOLARSHIP COMMITTEE:** At least annually, this committee will review the Foundation's scholarship program and recommend to the Board of Governors any change to be considered.