

## PFund Foundation Board Committees

### Position Description | 2024

The PFund Foundation Board of Directors appoints both Board Members and community members to sit on various committees that support the development of the foundation. These committees enable the Board to carryout thoughtful governance of the organization.

As the upper Midwest's LGBTQIA community foundation, PFund Foundation executes its mission through **Scholarships** in the form of the LGBTQIA individual educational grants; **Grantmaking** in the form of grants to LGBTQIA non-profits and small businesses; and **Inspiring Giving** in the form of wealth building for LGBTQIA individuals, families and communities through our endowment. We focus our programs and giving in on our **Elevated Priority Communities (LGBTQ People of Color, Transgender and Gender Non-Conforming Communities, and Rural LGBTQ+ communities)**.

Overall, the members of committees contribute to the **educational, management, legal, philanthropic, programmatic** and **financial** skills needed to ensure long-term organizational stability and ensure year-to-year efficacy and dedication to the mission and vision of **being a vital resource, catalyst and community builder for lesbian, gay, bisexual, transgender, queer, intersex, Two-Spirit and allied community members in the upper Midwest**. Check out our website for more information: [pfundfoundation.org](https://pfundfoundation.org).

### CRITERIA

PFund Foundation's Board Committees help shape an aspect of the mission and vision of the organization and as such, seek committed and skilled members of the community to support our growth and development. We are seeking candidates, who have

#### **Affinity**

It is most important that you support our mission. We hope that the work we do inspires you and motivates you to go above and beyond during your term as a committee member.

#### **Capacity**

Being a committee member of any organization requires time and attention—a fact we do not take for granted. We set the expectation to be an engaged and thoughtful member of a committee.

Additionally, we want your service to fulfill and sustain you, rather than drain you. Below you will find our time considerations to set expectations that are clear from the get go.

### **Reflection**

As a five-state community foundation serving LGBTQ communities, we strive to have committee members that reflect the vibrancy of our communities. We seek to have diversity of race, gender, orientation, class, age, and lived experience in our committee membership.

## **STANDING COMMITTEES**

Currently, PFund Foundation has a number of standing committees that support the operation and governance of the Board of Directors. Each committee is chaired by a Board Member and staffed by a member of the staff on behalf of the Executive Director. Other members of the Committee include other board members and community members with relevant expertise.

### **Finance Committee**

As a community foundation that manages a portfolio of investments that make up our endowment as well as oversees the monthly financial reporting, the Finance Committee is essential to the overall health and future-oriented growth of the organization. This Committee is chaired by the Board Treasurer. This committee hopes to have a diverse set of community members to offer input and advice to the board.

#### **Skills Sets:**

- Finance/ Investing
- Accounting
- Non-profit management

#### **Responsibilities:**

- Monthly review of organization's financial statements
- Quarterly review of organization's investment portfolio performance
- Fiscal oversight and annual financial audit management
- Annual budget planning and review
- Creation and update of financial policies and procedures

## **Governance Committee**

For every non-profit board, a Governance Committee is essential to the health of the Board and overall oversight. The Governance Committee is tasked with supporting the board with board/committee recruitment, policy and procedure development, and Board and Executive Director evaluations.

### **Skills Sets:**

- Governance (for-profit or non-profit)
- Legal
- Human Resources

### **Responsibilities:**

- Annual board and committee recruitment strategy
- Annual executive director performance review
- Board training and education, including retreat planning
- Annual board self-evaluation

## **Development Committee**

The Development Committee supports the overall investment in the Foundation through partnerships and donations by members of the community. This Committee seeks to build relationships and support fundraising events. This Committee is chaired by a member Board.

### **Skills Sets:**

- Fundraising
- Events Management
- Relationship Management

### **Responsibilities:**

- Support the development of annual fundraising goals and strategy
- Support major and minor fundraising events
- Build relationships with community stakeholders
- Advocate as an ambassador for the foundation

## **PROCESS**

If you are interested in applying to be a member of a P Fund Foundation committee, please submit an email of inquiry to our Executive Director, Aaron Zimmerman, [aaron@pfundfoundation.org](mailto:aaron@pfundfoundation.org) who will connect you with our Committee Chairs. Upon inquiry, we send a link to our application. The Committee will review your application and reach out for an interview if they want to proceed in the process.

## **TIME CONSIDERATIONS**

### **Meetings:**

Committee Meetings (monthly or as determined by the full Board)

Fundraising and Events (as needed/required)

For questions, email or call our Executive Director, Aaron Zimmerman, 612-870-1806 or [aaron@pfundfoundation.org](mailto:aaron@pfundfoundation.org).