

Guidelines for Finance & Investment Committee Members

- 1. Show commitment to Committee's Responsibilities** – committee members are expected to consider their service to the Foundation to be a high priority civic commitment. Act as an advisor to the Board.
- 2. Be Informed** – become and remain knowledgeable on information pertinent to committee discussions and board recommendations. This includes reading written materials prior to committee meetings and educating and supporting fellow committee members.
- 3. Attend Meetings** – attend the meetings of the committee. Continued membership on the committee is linked to service and attendance requirements. Missing 3 consecutive meetings is considered a resignation from the committee.
- 4. Make an Annual Contribution to the CFTT Operating Fund** – make an annual gift, of any amount, to the Foundation's operating fund. The amount is not important, but the fact that each board and committee member gives is very important.
- 5. Help with Endowment Building** – assist the Board in establishing and maintaining sound investment policies and monitoring the function of paid investment managers. Assist the Board and staff in cultivating relationships with potential donors when appropriate.
- 6. Look Actively for Opportunities to Fulfill the Committee's Responsibilities** – through your extensive knowledge of financial matters be vigilant for opportunities for increasing CFTT's financial assets and good working relationships with the community's financial establishment. Ensure the Boards and staffs of other community organizations with whom you are involved are aware of the Foundation's grantmaking programs and other services to charitable agencies.
- 7. Maintain Confidentiality** – of committee meetings and the names of any prospective donors to outside organizations. Speak on behalf of the board, only when authorized.
- 8. Adhere to CFTT's Conflict of Interest Policy.**