

Proposed SVF Board Org Chart

Roles & Responsibilities

Co-President Strategic Management

- Facilitate annual goals/strategies discussion with both EC and Board (in alignment with SVF Mission)
- Lead EC planning discussions for board's bi-annual strategic planning retreat
- Represent SVF (periodically at external organization events (Kiwanis, ED Roundtable, etc.)
- Prepare board members to represent SVF at CFSC Board Meetings

Co-President Board Management

- Prepare the agendas for and lead the six SVF Board Meetings
- Prepare the agendas for and lead the six SVF Exec Committee Meetings
- If requested, attend the standing committee meetings for Governance, Development, Grants, Community Outreach, Communications & Marketing, Events
- Connect periodically with Committee Chairs for update on activities/any consulting needed

Governance

- Oversight for board policies + procedures, best practices, conflicts, resolutions
- Oversight for annual board member conflict statements and review of same
- Creation & maintenance of board bench list and board prospect interview coordination, follow-up, and communications
- Coordinate with and consult with CFSC staff as needed

Development

- Oversight for Development strategy and coordinating prospect approaches with board teams
- Act as proxy for Co-Presidents in face-to-face meetings with donors and prospects
- Coordinate Development activities with CFSC Staff
- Prepare standard communications pieces for conversations with donors/prospects

Grants Committee

- Oversight for creation & focus of grants program; communications with nonprofits, full grant making process
- Coordinate with CFSC on grant program
- Work with Communications/Marketing Committee

Community Outreach/ Conversations

- Oversight for nonprofit partner relationships
- Oversight for developing and implementing the Community Conversations program; topics, speakers, structure, follow-up and surveys' data analysis
- Work with Communications/Marketing to promote events and outcomes
- Work with Event Coordination on locations, logistics
- Coordinate with CFSC Staff, as needed

Communications/ Marketing

- Draft and vet SVF Annual Report
- Work with designer on layout and with CFSC Staff on printing and distribution
- Draft & distribute via e blast, periodic newsletters, announcements
- Prepare & distribute press releases for events and SVF achievements
- Oversee outsourcing of SVF website management

Event Creation & Coordination

- Organize, coordinate and execute SVF events with assistance from Board members and volunteers
- Be the Introductory speaker at SVF events or engage another Board Member or outside person
- Coordinate with SVF Board and CFSC Staff on all events (for their attendance, ideas and presentations)

Note: SVF Executive Committee will continue to meet and help shape the policies and strategy for the organization

2016 Board Member Committee Preferences

Our mission is to strengthen our community by increasing the level of philanthropy and legacy giving. More specifically, our goals are to:

- Increase the number of families and individuals who make a legacy pledge to Valley philanthropic organizations; and,
- Sustain and encourage an improved quality of life in Sonoma Valley for all residents

Co-President
Strategic Management
Joshua Rymer

Co-President
Board Management
Peg Van Camp

Executive
Committee

Joshua Rymer, Peg Van Camp, Kimberly Blattner (Secretary),
Barbara Hughes (Treasurer), Art Grandy, Katherine Fulton

Governance	Development	Grants Committee	Community Outreach/ Conversations	Communications/ Marketing	Event Creation & Coordination
Peg Van Camp Suzanne Brangham Valerie Pistole	Art Grandy (Chair) Kimberly Blattner Scott Smith Ted Eliot	Barbara Hughes (Chair) Judy Young Maite Iturri Ted Eliot Mandy Bolling	Katherine Fulton Mandy Bolling Art Grandy Whitney Evans	Kimberly Blattner (Chair) Penney Magranne Donald Van der Mark Lorna Sheridan	Penney Magranne (Chair) Mandy Bolling Judy Young

Note: Co-Presidents are ex-officio members of all board committees