

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