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## *NOVATO FOUNDATION FOR PUBLIC EDUCATION*

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### Committee Descriptions

#### *Initial Committees*

Operating Committee – This committee will be chaired by the Foundation Manager and will work together to handle the day-to-day functions of the NFPE. These functions will include: coordination of the other committee activities, website maintenance and other technology issues, mailings, donor recognition, bookkeeping, information management, facility location, etc.

Fund Development Committee (Currently chaired by Jeff Belingheri -- actively seeking members interested in Fundraising) – This committee will conduct the various fundraising operations of the NFPE (i.e., annual event, sustaining donor's program, business partnerships program, grant writing, etc.) and the community volunteer program, as well performing donor research and database management. An alumni development program is planned for the future. It is anticipated that this committee will eventually break into several subcommittees, likely one for each fundraising program.

Program Committee (Currently chaired by Joyce McCarron -- actively seeking members interested in Fund Distribution) – This committee will operate the NFPE's fund distribution, educational, and volunteer programs. It is anticipated that this committee will eventually break into several subcommittees, likely one for each different program.

Public Relations Committee – This committee is responsible for press releases and materials published by the foundation. The committee will also work with the program and audit committee to make information about foundation programs, district spending, and school finances accessible to the Novato public.

Finance Committee – The primary responsibility of this committee is budgeting and planning. This committee will also work with the treasurer and secretary to respond to federal, state and county laws governing non-profit organizations and fundraising. This committee will also be responsible for monitoring the NFPE's compliance with reporting and other legal requirements. In addition, this committee will work with the NUSD to monitor how funds provided by the NFPE are spent by the district, and it will report its findings to the public on a regular basis. It is anticipated that the compliance and monitoring functions of this committee will be split off into a separate Audit Committee when the NFPE becomes fully functional.

#### *Future Committees*

Investment and Endowment Committee – This committee will be responsible for developing the foundation's endowment, encouraging planned giving to the foundation, and ensuring that funds are invested according to the Board's investment policy.

Human Resources Committee – This committee will be responsible for coordination of volunteers and recruitment and nomination of new Board and Advisory Council members. This committee will also responsible for training and recognition of volunteers.