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## FOUNDATION POLICIES

### **No. 4: EXECUTIVE COMMITTEE**

Approved by Board Action October 1, 2015

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The Executive Committee is one of the six standing committees of the Foundation. Members of the Executive Committee are the President, Past President, Vice-President, Secretary, and the Treasurer/District Executive Director. They shall meet at the call of the President. Three (3) members of the Executive Committee shall constitute a quorum.

#### ***A. Strategic Planning:***

- (1) The Executive Committee is responsible for long-range planning for the Foundation and shall make recommendations to the Foundation Board.
- (2) They shall monitor progress in achieving goals set in the Strategic Plan and make recommendations for change to the Foundation Board.
- (3) They shall review the Strategic Plan and perform the performance assessment with the Board. This review will be done at the first face-to-face meeting of the Board each administrative year.

The Performance Assessment shall annually assess the Foundation's performance and effectiveness, formally evaluate its success and impact in fulfilling its mission, goals and objectives determine such future actions as are necessary to accomplish its mission.

Identification of measurable goals and objectives;

- (a) Consideration of how well identified goals and objectives conform with the Foundation mission;
- (b) If possible, measurement of the satisfaction of those who benefit from the Foundation's programs;
- (c) Analysis of the effectiveness of Foundation's activities in fulfilling Foundation's stated mission, goals and objectives;
- (d) Recommendations for future actions that the Foundation might take based on the findings of the assessment.
- (e) What measures to take (if any) if the intended goals and objectives are not met.

## ***B. Depositories***

Foundation funds shall be deposited in specifically designated financial institutions in the Baton Rouge, La., or surrounding area. The designation shall be made by the Board by appropriate resolution and implemented by the Executive Director with duly designated signatures as required.

- (1) A change of depository previously named may be made by the Board based on recommendation of the Executive Committee when conditions indicate that a change is necessary in order to fully protect the assets of the Foundation or to more economically and efficiently serve the purposes of the Foundation.
- (2) Signatories – At the present time, the Treasurer/ Executive Director shall be the authorized signatory for the Foundation's depository accounts. This authorization shall be approved annually and any changes needed approved by the Board.
- (3) Signatures are required on checks executed on behalf of the Foundation relating to all bank accounts maintained by the Foundation. All electronic withdrawals being used by the Foundation do not require a signature and shall be handled as required by the Treasurer/ Executive Director with approval of the Board.