

STANDARDS OF PARTICIPATION FOR BOARD MEMBERS and AGENCIES

Members of the Board of Directors and Member Agencies shall have a commitment to the mission of Alaska Community Share as stated in the purpose:

“To form an alliance of social, economic, health and environment organizations providing innovative approaches to community problems.”

All board members and member agencies shall help forward the goals of the organization, which are:

- to help raise and allocate money to the member organizations,
- to increase public visibility of member organizations, and
- to provide a forum for diverse organizations to unite around common concerns.

BOARD of DIRECTORS

Board consist of the Executive Committee and 3 – 5 Member Agency Representatives plus

1. Oversight and compliance of the fiscal, legal and moral responsibility for Alaska Community Share including review of the budget and financial reports, involvement in fundraising and in the creation and implementation of programs and policies, and evaluation of programs and committee activities.
2. Annual review of Alaska Community Share’s policies and by-laws, recommend updates and changes to the Executive Committee as necessary,
3. Attend quarterly board meetings and campaign kick-offs,
4. Participation in a standing committee, which will meet and communicate as necessary; and do the work required of that committee,
5. Accessibility to Alaska Community Share staff and volunteers by phone and email as necessary,
6. Organization and participate in their agencies fall workplace program on behalf of Alaska Community Share.
7. Help with fundraising activities for Alaska Community Share operations by identifying prospects and directly asking prospects to contribute,
8. Actively participate in the local campaign committee in the community where their organization is based.

ROLES AND RESPONSIBILITIES

Executive Committee

Executive Committee shall serve as the interim decision maker for minor business needs that might arise between Board Meetings. The Executive Committee shall consist of a President, Vice President, Secretary and Treasurer elected from the member agencies for a three-year term.

Board Members not serving on the Executive Committee

The balance of the Board Membership shall:

- Assist the Executive Committee as necessary,
- Serve as a Committee Chair,
- Assist Executive Director in workplace giving campaigns,
- Attend all scheduled Board Meetings, and
- Recruit new member agencies.

COMMITTEES

- Access Committee - assist staff with:
 - Identifying major employers that should be accessed for workplace campaigns,
 - Developing and implement strategies for accessing new employers.
- Campaign / Development Committee - assist staff with:
 - Identifying campaign message and theme,
 - Development and overseeing campaign plans, and
 - Coordinating campaign publicity and events.
- Finance Committee - assist staff with:
 - Development of operations budget, and
 - Assist and advising in the financial management of the organization.
- Membership Committee - assist staff with:
 - Conducting annual membership evaluation,
 - Recruiting potential new member agencies,
 - Reviewing and screening new membership applications, and
 - Conducting new membership orientations.
- Public Relations/Marketing Committee - assist staff with:
 - Determination and evaluating Alaska Community Share's position in the communities and State,
 - Development and overseeing public relations and marketing plans,
 - Developing public relations materials, website and campaign materials,
 - Writing and updating Alaska Community Share's Member Newsletter,
 - Maintaining contact with the media, and
 - Developing connections with recognized community leaders.

MEETINGS

- Executive Committee shall meet on the second Thursday of each month (except for the months that there is a full Board Meeting (quarterly), Annual Kick-off, and Annual Membership meeting.)
- Full Board Meetings shall convene at least quarterly and be set at by the Executive Committee.
- Annual Membership meeting shall be held in the first quarter of the year
- Annual Workplace Giving Kick off shall be held in September or October.
- Committees shall meet as necessary and at the direction of the Committee Chair.

DUTIES and RESPONSIBILITIES:

President

- Serves as the official spokes person for Alaska Community Share,
- Sets Board agendas, chairs and directs Board Meetings,
- Supervises Alaska Community Share's Executive Director,
- Signs all official documents (or delegates such authority),
- Signs checks,
- Review staff and committee reports,
- Provides direction and feedback to committee chairs and Executive Director
- Available to Executive Director and Executive Committee to consult on business and policy matters,
- Chairs the Executive Committee.

Vice President

- Serves as the second official spokes person for Alaska Community Share,
- Chairs Board meetings in the absence of the President,
- Fills in for President as necessary,
- Reviews committee reports,
- Signs checks,
- Serves on the by-laws and policy committee

Secretary

- Takes board meeting minutes and works with staff to distribute minutes to Member Agencies,
- Fills in for Vice President or Treasurer as necessary,
- Signs Checks,
- Serves on another committee.

Treasurer

- Makes Financial reports at Board Meetings,
- Sign Checks,
- Chairs the Financial Committee,
- Serves on the Development Committee.

Staff

Duties of the staff shall include, but not be limited to the following:

- Implementing the fundraising program in conjunction with the Campaign / Development Committee,
- Coordination of Board development,
- Development of a public relations campaign and materials in conjunction with the PR and Marketing Committee,
- Business Management and administrative oversight of Alaska Community Share in conjunction with the President,
- Assist member organizations with their workplace giving campaigns,
- Committee participation when practical,
- Provide technical assistance to member agencies, and
- Work closely with other Federations and workplace giving agencies in Alaska and Nationally.

ALLOCATION OF CONTRIBUTIONS

Alaska Community Share honors all employee designations for direct contributions to Full and Affiliate Member Organizations.

Workplace Campaigns – non Combined Federal Campaigns:

- Percentage shall be suggested by the Finance Committee and approved by the Board of Directors.
- Percentage is normally between 15 and 25%, depending of budgetary needs of AkCS.

Workplace Campaigns – Combined Federal Campaigns (CFC's):

Alaska Community Share will manage the Combined Federal Campaigns (CFC's) for all member organizations. The participating member organizations shall receive 100% of their CFC distributions.

ALLOCATION TIMELINE

- Distributions for non-CFC workplace campaigns will be distributed twice a year, (currently March and October) with a third and final distribution the following February for year-end payroll contributions and shrinkage calculations,
- CFC distributions will be quarterly, (currently April, July, October and January) with a final distribution the following February for year-end payroll contributions and shrinkage calculations,
- New members are entitled to allocations from those fundraising activities that take place after they have been admitted to membership in Alaska Community Share, and have paid their one-time admission fee,
- Resignation or expulsion of a member organization; member organizations will forfeit all future share of undistributed undesignated campaign revenues. An organization no longer participating in Alaska Community Share, for whatever reason, shall receive all designated contributions from those campaigns, which took place when the organization was a full participating member.

INCENTIVE PAYMENTS

The first year a Member Organization gains access to a new or renewed workplace campaign and that employer participates in the Alaska Community Share campaign, the agency or agencies which gained access and conducted the campaign shall receive/share 100% of the undesignated contributions from that workplace campaign for that year.

The second year of that campaign (as stated above) the agency or agencies, which gained access and conducted the campaign shall receive/share 50% of the undesignated contributions, providing that the total contributions from that campaign exceed the previous year's total.