



Champion. Support. Connect.

October 3, 2019

Re: Call for IPA Board and Committee Nominations

Dear IPA Member:

Philanthropy is growing, changing, and operating in an environment of increased scrutiny. Indiana is fortunate to have a strong history of knowledgeable and committed leaders in our funder community. Indiana Philanthropy Alliance's (IPA) role is to champion, support, and connect our members as they transform Indiana through effective philanthropy. We need board and committee members who will assist IPA in setting and carrying out strategic priorities that ultimately result in a collaborative and effective philanthropic sector that makes a positive difference in the lives of people and their communities.

Volunteer leader service with IPA offers members the opportunity to be deeply engaged in the future direction of the field and to help guide IPA as both a leadership and service organization for the future. Please take a few minutes to participate in this Call for Nominations to identify current or emerging leaders in the field who can serve as members of the IPA board or on our board committees. Please consider nominating one of your colleagues or yourself as a candidate.

[Go here \(https://bit.ly/2ngg9an\)](https://bit.ly/2ngg9an) to find information about the nomination process, the Candidate Nomination Form, an outline of IPA board member responsibilities, and a summary of IPA's board-level committees. Persons serving as a director of the IPA board or on a board committee must be a member of IPA or associated with a member organization, unless otherwise indicated. All submissions are due by October 28, 2019.

Thank you for helping IPA continue a strong and effective volunteer structure.

Sincerely,

A handwritten signature in black ink, appearing to read "Claudia Cummings", with a stylized flourish at the end.

Claudia Cummings

President & CEO

## 2020 Board of Directors or Board Committees

IPA is committed to building volunteer leadership that is representative of the field. We also believe an organization's governance is enhanced when people with diverse points of view and backgrounds, reflective of the communities they serve, work together to accomplish shared goals.

### 2020 Nominations:

1. Nominees for the IPA board can be staff or trustees/board members associated with an IPA member organization or from one of IPA's other member categories. IPA committees may include non-IPA affiliated representatives if approved by the board chair. Please consider nominating yourself, keeping in mind the leadership you might like to contribute to the field. If self-nominating, please include the name and contact information for a colleague who is familiar with your work in the field.
2. The board will have at least two director openings for three-year terms that begin January 1, 2020. Directors can be eligible for re-election to a second three-year term at the conclusion of the first term that ends December 31, 2022. Committees do not have size or term limits for membership unless otherwise indicated.
3. We are first and foremost seeking board and committee candidates with demonstrated leadership skills and the ability to provide strategic direction and governance for IPA, as well as to continue to enhance diversity in all areas (age, gender, ethnicity, geographic representation, organization type/size, abilities and skills, experience, etc.).
4. Nominees will be asked to submit a resume, curriculum vita, or similar summary of their background and qualifications. If self-nominating, please include with your submission. If you are nominating a colleague, IPA staff will follow up with the nominee to secure the documentation. All nominees will also be asked to complete an online survey of demographic information after a nomination has been received.

### How to Submit Your Nomination

Please submit your nomination by completing the nomination form online at <https://bit.ly/2n757Ek> or by submitting via email or mail no later than October 28, 2019. Completion of the online application or email submission to Claudia Cummings [ccummings@inphilanthropy.org](mailto:ccummings@inphilanthropy.org) is preferred, or mail to 32 East Washington Street, Suite 1100, Indianapolis IN 46204. Please be sure that the nominee has given consent to this nomination prior to submission.

## Defining Roles and Characteristics of a Governing Board

A governing board has an equal focus on a strong board and a strong staff. Board actions demonstrate mutual care and concern for individual board members and the CEO. This includes reasonableness and enabling attitude towards the CEO and not micro-managing the organization. The CEO in turn is responsible for staff. Together the board and staff work as a team to work legally and ethically in pursuit of the mission and goals of the organization.

The major responsibilities of the IPA board include:

- Establish and renew the IPA vision and mission
- Ensure effective organizational strategic planning and annually review staff work plan
- Select, support, and assess the performance of the president/chief executive officer
- Ensure oversight of fiscal, human, and physical resources
- Monitor progress on achieving organizational goals and objectives
- Ensure legal and ethical compliance and accountability
- Advocate for IPA and its programs, including reaching out to stakeholders
- Recruit and orient new board members and periodically assess board performance
- Determine the financial and other resources necessary to carry out IPA's goals and assist in identifying and obtaining those resources

## Individual IPA Board Member Responsibilities

- Work in good faith with staff and other board members as partners towards achievement of the organization's goals
- Stay informed about what's going on in the organization and the nonprofit sector as a whole; ask questions and request information; and participate in and take responsibility for making decisions on issues, policies and other board matters
- Interpret the organization's work and values to the community, represent the organization, and act as a spokesperson
- Assist in obtaining the financial resources necessary to carry out the goals of IPA, including advocating for her/his own organization's support of the organization
- Act in the best interests of IPA, and excuse one's self from discussions and votes where the board member has a conflict of interest
- Serve on at least one committee
- Attend a majority of the quarterly board and assigned committee meetings.

## Executive Committee

The Executive Committee consists of the officers of the board, including the chair, vice-chair, secretary, treasurer, and immediate past chair if there is a person holding that position. The primary role of the Executive Committee is to conduct the performance review and set compensation for the president/CEO. The Executive Committee is authorized to act on behalf of the board for emergency purposes in between meetings of the board.

## Leadership/Governance Committee

Leadership/Governance is a standing committee responsible for ensuring that the dynamic performance of the board of directors—individually and as a cohesive unit—is ethical and effective now and in the future. Key responsibilities include cultivation, recruitment, selection and orientation of new board members; determining and implementing job duties and ethics for board members; reviewing and updating corporate governance documents; reviewing and assuring that the organization’s strategic plan is kept updated; and developing and conducting board self-evaluation. The board vice-chair serves as chair of the leadership/governance committee.

## Audit/Finance Committee

The Audit/Finance Committee is a standing committee responsible for providing oversight on all financial matters related to the Indiana Philanthropy Alliance, including all responsibilities of an audit committee. The committee is responsible for recommending financial policies related to the investment of the funds managed by IPA and internal financial controls. The board Treasurer serves as chair of the Audit/Finance Committee. Committee membership can include non-board members of IPA.

## Member Services Committee

The Member Services Committee is a standing committee that oversees membership policies, retention and recruitment. The committee reviews and presents to the board recommendations on matters related to membership: member eligibility, services and benefits to members, member dues, member recruiting and development. Committee members help the board and staff meet membership recruitment and retention goals, identify new member prospects, increase staff understanding of member interests and needs in order to increase value in membership, advise and support new members, and serve as an ambassador by identifying and suggesting ways in which IPA can effectively communicate the work of the sector to potential members and other stakeholders. Committee membership can include non-board members of IPA.

## Public Policy Committee

The Public Policy Committee is a standing committee charged with helping to ensure a legislative and regulatory environment that is conducive to Indiana philanthropy by providing strategic direction and input to staff on public policy issues. The committee’s roles and responsibilities include ensuring there is adequate and appropriate monitoring of federal and state legislation and regulatory action that could affect Indiana funders; reviewing and recommending positions for IPA to take on public policy issues; establishing an annual legislative agenda; and encouraging and supporting members’ efforts to build relationships with policymakers and impact public policy issues at local, state and federal levels. Committee membership can include non-board members of IPA.

## AD HOC TASK FORCES

### **Professional Development Advisory Group**

Members of the Professional Development Advisory Group will serve as key informants and champions to IPA in developing and promoting an annual plan of educational programs designed to fulfill the needs of IPA members. Through an annual planning session, the Advisory Group will assist IPA to craft diverse professional development opportunities available at an affordable price to members of IPA. This includes making recommendations regarding program topics, speakers, and delivery options aligned with IPA's mission. The Professional Development Advisory Group will also serve as champions for IPA programs through occasionally providing input regarding the content for programs as well as contacting colleagues to invite them programs.

### **Hazelett Award Selection Committee**

The Hazelett Award Selection Committee is an ad hoc committee charged with oversight of the annual Hazelett Award nomination process, and the review and selection of the annual award winner. The committee shall have five members representing various foundation types and geographic locations around the state, including previous Hazelett Award recipients. The Secretary of the IPA board shall serve as the Hazelett Award Selection Committee Chair, and committee membership is annually approved by the board.

### **Officer Slating Committee**

The Officer Slating Committee is an ad hoc committee charged with the responsibility of developing a slate of officers with sufficient expertise to lead the IPA board of directors. The committee is convened no later than the fall of each year and is chaired by the Immediate Past board chair. Other members shall include the outgoing board chair (when applicable) and the IPA president. The committee may include two additional IPA board members and up to two non-board members. Members of the committee are not eligible to be slated as officers for the year of service under consideration.

# IPA Volunteer Leader Candidate Nomination Form

## NOMINATION FOR:

- Board of Directors
- Audit/Finance Committee
- Member Services Committee
- Public Policy Committee
- Professional Development Advisory Group
- Other: \_\_\_\_\_

## NOMINEE INFORMATION

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**NOMINATOR INFORMATION**  **Check, if this is a self-nomination.** If self-nominating, include information for a colleague familiar with your work in the fields below.

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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Nominations must be submitted no later than October 28, 2019. Candidate Nomination Forms may be completed via the options below (online or email is preferred):

**ONLINE:** <https://bit.ly/2n757Ek>

**EMAIL:** [ccummings@inphilanthropy.org](mailto:ccummings@inphilanthropy.org)

**MAIL:** 32 East Washington Street, Suite 1100, Indianapolis IN 46204

**Briefly describe nominee's work in philanthropy, including length of time in the sector.**

**Has nominee served on any IPA committee(s) in the past? (Identify)**

**Describe nominee's participation on other boards, including any leadership or officer positions.**

**Why would this nominee make a valuable contribution to the IPA board/board committee?**

**Describe the nominee's approach to leadership.**

**Provide an example of how the nominee has demonstrated innovation and diversity of thought.**

**Provide an example of how the nominee has resolved conflict.**



**What specific skills and/or expertise does the nominee bring to the IPA board/board committee?**

**Other comments about the nominee:**