

The Audit and Finance Committee

The Audit and Finance Committee will not have final decision making authority, but will make recommendations to the Board of Trustees.

Committee Members:

A. Douglas Henderson, Trustee

Maureen C. Tompkins, Trustee

James K. Hasson, Trustee

Karen M. Pfeiffer, Senior Administrator/Secretary (non-voting member)

Chairperson:

A. Douglas Henderson

Chairperson Duties:

Leadership at Meetings

Set Agenda

Record Summary

Committee Duties:

- Review the performance of the outside accounting firm
- Review of year-end financial returns
- Review of draft tax returns
- Distribute draft of tax returns to legal counsel
- Distribute final Form 990PF to all Trustees in advance of winter meeting
- Review of 401(k) plan, profit sharing plan and/or pension plan
- Prepare and distribute summary of all meetings to all Trustees
- Recommendations to the Board of Trustees on all matters listed above

The Executive Committee

The Executive Committee (EC) makes funding recommendations to the Board of Trustees through a Consent Agenda in accordance with the small grant procedure. The EC also recommends formal grant applications for full review and approval by the Board of Trustees.

Committee Members:

Lucia A. Henderson, Trustee

Anne W. Rider, Trustee

Douglas Henderson, Trustee

Hélène Rothermund, Trustee

Edward A. Gale, Program Director (non-voting member)

Monica A. Menahem, Program Director (non-voting member)

Co-Chairpersons:

Lucia A. Henderson and Anne W. Rider

Chairperson Duties:

Leadership at Meetings

Set Agenda

Review Recorded Summary provided by Karen Pfeiffer, Secretary

Committee Duties:

- Responsible for the research, receipt, review, and recommendation of requests for aid from the Foundation according to established procedures (See Small Grant Procedure)
- Review of grantee reports
- Review legal restrictions to grant making

The Nominating Committee

The Nominating Committee will not have final decision making authority, but will make recommendations to the Board of Trustees.

Committee Members:

A. Douglas Henderson, Trustee

Lucia A. Henderson, Trustee

Chairperson:

A. Douglas Henderson

Chairperson Duties:

Leadership at Meetings

Set Agenda

Review Recorded Summary provided by Lucia A. Henderson, Acting Secretary

Committee Duties:

- Responsible for the nomination of candidates for positions as Members, Trustees, and Officers
- Responsible for the guidance and familiarization of new Members, Trustees, and Officers with the duties of his/her new position

The Personnel and Compensation Committee

The Personnel and Compensation Committee will not have final decision making authority but will make recommendations to the Board.

Committee Members:

Lucia A. Henderson, Trustee

Anne W. Rider, Trustee

Maureen C. Tompkins, Trustee

Chairperson:

Lucia A. Henderson and Anne W. Rider

Chairperson Duties:

Leadership at Meetings

Set Agenda

Record Summary

Committee Duties:

- Review compensation of the Trustees and Committee Members
- Interview potential new officers and staff for the Foundation
- Review employee health benefits
- Review compensation and other benefits for employees of the Foundation
- Review annually the performance of the employees of the Foundation
- Review Personnel Policy of the Foundation
- Prepare and distribute a summary of all meetings to all Trustees