

2021-22 ODKF

Committee Assignments

Attached, please find ODKF committee assignments for the upcoming year. The following criteria have been used to determine the makeup of our committees for the year: 1) committees identified by Board members as being ones they would be interested in serving on; 2) trying to balance committees with a mix of returning members and new members; 3) where possible to continue the practice of moving up the previous year's Vice Chair to the Chair position; 4) taking note of any conflicts of interest that may exist, particularly financial; and 5) to take advantage of Board members' experience or skills. You will also note that ODKF has several types of committees: 1) standing committees; 2) sub-committees; and 3) other committees that may be called upon infrequently or as needed by the President. Prefacing each committee membership list you will find the purpose and basic responsibilities that each committee has as outlined in ODKF Policy, Bylaws and Procedures to help assist each committee focus at the task on hand. Thank YOU for serving the members of the Ohio District Kiwanis Foundation and their Ohio District Kiwanis Clubs!

Jason Miller, 2021-22 ODKF President

ODKF Committee Assignments

2021-2022

The Board maintains the following standing committees:

EXECUTIVE COMMITTEE

Meets only when the Board is not in session. Its actions shall be considered as actions of the Board when passed by a 2/3 majority vote of the committee providing such action does not involve an expenditure of funds in excess of \$2500.

Chair: Jason Miller
Vice Chair: James Minter
Secretary: Brandi Bowen
Treasurer: Travis Humphrey
Bob Day
Mark Wion
Steve Vrooman
Executive Director: Alan Penn

NOMINATIONS COMMITTEE

This Committee shall receive applications from candidates and ensure they are in order and from those applications they shall nominate a number of candidates for Elected Directors at least equal to the number of vacancies expected to exist at the time of the next annual meeting.

Chair: Steve Vrooman
Vice Chair: Gary Stumpf
Rita Corbin
Becky Skiles Gorby
Executive Director: Alan Penn

BUDGET COMMITTEE

This Committee shall analyze the operational costs of maintaining and operating Foundation projects & programs and recommend to the Board an annual budget allocating funds for maximum utilization of available funds.

Chair: Bob Day
Vice Chair: Bill Flinta
Dave Kuhn
John Coffield
Treasurer: Travis Humphrey
Executive Director: Alan Penn

FINANCE COMMITTEE

This Committee shall recommend to the Board the form, time, and manner in which funds of the Foundation shall be invested. They shall make recommendations as to the allocation and use of existing funds. They shall assure that the books of account are kept in conformity with Generally Accepted Accounting Principles. They will review the Investment Policy no less than bi-annually.

Chair: Jason Miller
Vice Chair: James Minter
Bob Day
Becky Skiles Gorby
Treasurer: Travis Humphrey
Financial Advisor: Peter Gaughan
Executive Director: Alan Penn

AUDIT COMMITTEE

This Committee shall be responsible for the selection of an Independent Accountant to perform an annual review/audit of the books. This Committee will report the findings of the annual review/audit and recommend needed changes. This committee will review the 990 Report to the IRS before being submitted. Copies of the annual review/audit and the 990 Form will be provided to all Board members.

Chair: Bill Flinta

Vice Chair: Bob Day
John Coffield

Treasurer: Travis Humphrey

Executive Director: Alan Penn

FUNDRAISING COMMITTEE

This Committee shall recommend methods of raising money for use of the foundation. Several Sub-Committees exist dealing with specific programs related to fundraising.

Chair: Brandi Bowen

Vice Chair: Rita Corbin

Circle K Governor: Ryan Bolin

Key Club Governor: Molly Hopple

Manoj Sharma

Treasurer: Travis Humphrey

Executive Director: Alan Penn

PR & MARKETING COMMITTEE

This Committee shall recommend to the Board, programs to enhance the Foundation image and programs through the use of public media and District and International media. The Committee shall provide the Board with an article for publication in each issue of the District newsletter.

Communications to the Kiwanis Clubs of the Ohio District shall be submitted to the District office to be coordinated with other mailings from that office to the club presidents. The Committee shall promote and coordinate a Speakers Bureau to provide board members and former board members as speakers to increase knowledge of the work of the Foundation.

The Social Media Coordinator shall be an Ex Officio member of this Committee.

Chair: James Minter

Vice Chair: George McCarthy
Steve Vrooman

Circle K Governor: Ryan Bolin
Judy Raub

Executive Director: Alan Penn

GRANTS COMMITTEE

This Committee shall review all requests for scholarships, gifts and grants and provide recommendations to the Board. Scholarships are awarded upon the recommendations of the SLP administrators and the recommendation of the committee. The Secretary and Treasurer shall be Ex Officio members of this Committee.

Chair: Mark Wion

Vice Chair: Rita Corbin

District Governor-Elect: Dave Kuhn

Immediate Past Governor: Jamie Kaufman

James Minter

Becky Skiles Gorby

Bill Flinta

Manoj Sharma

Gary Stumpf

Secretary: Brandi Bowen

Treasurer: Travis Humphrey

Executive Director: Alan Penn

The Board maintains the following subcommittees of the preceding committees:

GOLF OUTING COMMITTEE*

**Fundraising subcommittee*

The Foundation President shall appoint a Golf Outing Committee to oversee and run the Foundation's Annual Golf Event. The Chair(s) of the event will coordinate all aspects of the event in cooperation with the Executive Director of the Foundation. The Committee is a subcommittee of the Fundraising Committee.

Co-Chair: Dave Kuhn

Co-Chair: Bill Flinta

Dr. Denny Lehman

Rita Corbin

Financial Advisor: Peter Gaughan

Treasurer: Travis Humphrey

Executive Director: Alan Penn

BASKET ROOM COMMITTEE*

**Fundraising sub committee*

This Committee will oversee and run the Basket Room event at the Ohio District Kiwanis Annual Convention. They shall be responsible for the development of information, promotion, records, intake of materials, registration of donations, acceptance of payments for donations, coordinating the room location and setup with the convention committee and reporting to the Board of all activities of the Basket Room event. The Committee will be a subcommittee of the Fundraising Committee.

Chair: Rita Corbin

Vice Chair: Brandi Bowen

Becky Skiles Gorby

Manoj Sharma

Judy Raub

Treasurer: Travis Humphrey

Executive Director: Alan Penn

KIWANIS SAFE & HEALTHY KIDS COMMITTEE*

**Fundraising subcommittee*

This Committee shall be responsible for the promotion of the Kiwanis Safe & Healthy Kids initiative through spreading the word about what it entails in print and electronically and encouraging donations to the Foundation. This Committee is a subcommittee of the Fundraising Committee.

Chair: George McCarthy

Vice Chair: Chris Walter

Mark Wion

Tim Cornelius

Circle K Governor: Ryan Bolin

Key Club Governor: Molly Hopple

Manoj Sharma

Judy Raub

Executive Director: Alan Penn

PLANNED GIVING ADVISORY COMMITTEE*

**Fundraising subcommittee*

The Foundation President shall appoint a Planned Giving Advisory Committee which shall monitor and report all recommendations to the Board. This Committee will be a subcommittee of the Fundraising Committee.

Chair: Bob Day

Vice Chair: Steve Vrooman

John Coffield

Becky Skiles Gorby

Tim Cornelius

Treasurer: Travis Humphrey

Executive Director: Alan Penn

Financial Advisor: Peter Gaughan

CAF COMMITTEE*

**Finance sub committee*

The Committee will review updated CAF information from the ODKF Financial Planner provided to the Chair & Vice Chair before each full Board meeting. Using this and other information available, the Committee will prepare a report on the status of the CAF's to the Board.

The CAF Committee is designated as the "first" point of contact for Clubs holding a CAF account should there be any questions.

The Committee will be responsible to arrange for an informational meeting for all CAF's at both the mid-year education day and at the annual Ohio District convention.

Chair: Steve Vrooman
Vice Chair: James Minter
Treasurer: Travis Humphrey
Executive Director: Alan Penn
Financial Planner: Peter Gaughan

Other Committees may be appointed by the President as the need arises with Board approval. Should the need arise during this coming year to call any of these committees to action, the following Board members will be called upon to serve:

Strategic Planning

This core committee will oversee and facilitate the Strategic Planning process for the 2021-2022 year. This listing is only the core planning committee. The committee itself is comprised of many board members and volunteers. The goal is to have a finished product to be presented at the 2022 annual meeting.

Chair: Jason Miller
Vice Chair: James Minter
Steve Vrooman
Treasurer: Travis Humphrey
Secretary: Brandi Bowen
Executive Director: Alan Penn

ELECTIONS COMMITTEE**

***committee appointed at Annual Meeting
by Board President*

This Committee has the responsibility for distributing, collecting, and counting ballots for each election or issue requiring a vote by ballot during the Annual Meeting of Foundation Members.

BYLAWS & POLICY COMMITTEE

The Bylaws and Policy Committee shall be familiar with the bylaws, policies and administrative procedures of the ODKF and review and recommend to the Board for its consideration and approval – bylaws, policies, administrative procedures, position descriptions and other matters

Chair: Steve Vrooman

Vice Chair: Mark Wion

Chris Walter

Manoj Sharma

Key Club Governor: Molly Hopple

Secretary: Brandi Bowen

Executive Director: Alan Penn

DISASTER RELIEF COMMITTEE

This Committee shall administer the Disaster Relief Fund, reviewing all fund requests and disbursing approved funds as expeditiously as possible.

Chair: Mark Wion

Vice Chair: Chris Walter

Kiwanis Governor: Craig Smith

Gary Stumpf

Brandi Bowen

Tim Cornelius

George McCarthy

Treasurer: Travis Humphrey

Executive Director: Alan Penn