



## **COMMITTEE MEETING CALENDAR 2023**

**Meetings will be held virtually, unless otherwise notated.**

### **January**

- 19-20: Nonprofit Organizations Institute, UT Austin, Austin, TX
- 25: Committee Playbook Review, via Zoom - 10:30am – 11:15am CT (All Committees)

### **January 31 - February 2:**

**PSW Leadership Summit – Omni Hotel, Oklahoma City, OK**

**Board and Committee Attendance is required**

- 31: All PSW Committee Meetings 3pm – 5:30pm CST (In-Person)
- 2/1: PSW on the Road, Omni Hotel, Oklahoma City 8am – 10am CST (In-Person)  
Leadership Development and Breakout Sessions 10:15am – 4:00pm CST (In-Person)
- 2/2: Board of Directors Meeting – 9am – 12pm CST (In-Person)

### **February**

- 26 – 3/1 Foundations On The Hill – Washington D.C.

### **March**

- 28: Annual Conference – 1:00pm – 2:30pm CT  
Communications – 10am – 11:30am CT  
Membership – 2pm – 3:30pm CT  
Professional Learning – 10am – 11:30am CT
- 29: Public Policy – 10am – 11:30am CT  
Resource Development – 2pm – 3:30pm CT
- 30: Audit & Finance – 10am – 11:30am CT

### **April**

- 5: Governance - 10am – 11:30am CT
- 12: PSW on the Road, Fort Worth, TX - 9am – 11 am CST
- 13: Executive Committee – 10am – 11:30am CT
- 21: Board of Directors Meeting – 10am – 12pm CT

## May

- 8 – 10: CEO Fly In, Bentonville, AR
- 11: Audit & Finance – 10am – 11:30am CT
- 18-19: Nonprofit Law & Finance – Oklahoma City University of Law (OCU), Oklahoma City

## June

- 13: Annual Conference – 2pm – 3:30pm CT  
Membership – 3:30pm – 5pm CT
- 14: Professional Learning – 1pm – 2:30pm CT  
Communications – 2pm – 3:30pm CT
- 15: Public Policy – 10am – 11:30am CT  
Resource Development – 2pm – 3:30pm CT

## July

- 6: Executive Committee – 10am – 11:30am CT

## August

- 2: PSW On the Road, Denver, CO 9am – 11am MT  
Board of Directors Meeting, The Curtis, Denver, CO – 1pm – 4pm MT (In-Person)
- 15: Governance Committee Meeting – 10am - 11:30am CT
- 17: Audit & Finance – 10am – 11:30am CT
- 20-22: New Staff Retreat, Noble Research Institute, Oklahoma
- 29: Annual Conference – 2pm – 3:30pm CT  
Membership – 3:30pm – 5pm CT  
Professional Learning – 10am – 11:30am CT
- 30: Communications – 2pm – 3:30pm CT
- 31: Public Policy – 10am – 11:30am CT  
Resource Development – 2pm - 3:30pm CT

## September

- DC Fly In, Washington DC

## October

- 4: Executive Committee – 10am - 11:30am CT
- 16: Board of Directors Meeting 1pm - 4pm CT (In-Person)
- 17: PSW Committee Meetings (All In-Person)
- 17-20: 75<sup>th</sup> Annual Conference, Hyatt Lost Pines – Austin, TX**  
**- Board and Committee Attendance is required**

**November**

16: Audit & Finance 2024 Budget Review – 10am - 11:30am CT

**December**

6-7: Annual Conference Planning Meeting (2024) @ La Fonda Hotel, Santa Fe, NM (In-Person)

7: PSW On the Road, El Dorado Hotel, Santa Fe, NM 9am - 11am MT

8: Board of Directors Meeting – 10am – 12pm MT



## OVERVIEW OF COMMITTEES

### **Bylaw Designated Committees (Standing Committees)**

#### **Executive Committee:**

There shall be an Executive Committee to act in the absence of the Board and on behalf of the Board between Board meetings and shall be composed of Chair, Immediate Past Chair or Vice Chair, Secretary, Treasurer, the Chair of the Governance Committee, and up to three (3) At-Large Committee members who must be Board members. The Corporation's Chief Executive Officer shall serve as a non-voting member of the Executive Committee. The Executive Committee shall conduct an annual performance review of the CEO and recommend to the Board compensation for the CEO. The Committee shall keep minutes of its meetings and actions which shall be submitted to the Board of Directors at the next Board meeting. The Chair of the Board shall serve as the Chair of this committee.

#### **Audit & Finance:**

The Audit and Finance Committee shall plan, monitor, and report to the Board the financial condition of the corporation, including appropriate budgeting procedures and recommend to the Board an appropriate spending policy, and shall establish the investment policy guidelines which will be implemented by staff. The committee shall hire the independent auditors, review the annual audit, and tax filings of the corporation. The Treasurer shall serve as Chair of this committee.

#### **Governance:**

The Governance Committee shall provide all nominations for successive Board positions and officer positions of the Board. The Committee may also be tasked with oversight of governance documents and/or policies and the evaluation of Board performance. The Board will elect the Chair of this committee. The Committee will establish procedures for nominations as necessary.



## Committees

### **Annual Conference:**

Assists PSW staff members in the design, implementation, and monitoring of sessions; assist as onsite points of contact for speakers; and, as needed, promote conference on social media platforms and/or to colleagues.

### **Communications:**

Advises and supports PSW's communication efforts and collaborates with other PSW committees to enhance and enable the execution of their priorities.

### **Membership:**

Develops and implements strategies to grow and engage PSW's existing and prospective membership.

### **Professional Learning:**

Advises and supports learning opportunities for membership of PSW

### **Public Policy:**

Provides guidance to staff on current public policy priorities for philanthropy and fosters discussion and education of federal, state, and local legislative officials throughout the year.

### **Resource Development:**

Supports outreach efforts which strengthen the diversity and quality of PSW's network, programs, and content.



## COMMITTEE ROLES AND RESPONSIBILITIES FOR NON-STANDING COMMITTEES

Philanthropy Southwest grows and develops on the strategic work of volunteer leaders through eight committees, an executive committee, and the board of directors. As a volunteer leader, you are making a commitment of your time, expertise, and resources to impact the social and philanthropic sector of the US. Your investment matters and we have a shared responsibility to foster meaningful philanthropy and trusted relationships that impact the southwest region's people, communities, and most pressing issues. All committee members, including the Chair/Co-Chairs and/or Vice-Chair, serve as volunteers of Philanthropy Southwest; no compensation is provided, and travel and other expenses associated with committee involvement are not covered by Philanthropy Southwest.

**Time Commitment:** *All committee members are required to attend two in-person events: Leadership Summit and Annual Conference.*

Each committee will have a minimum of five committee meetings a year, two in person (see above) and three virtual meetings. Additionally, the Annual Conference Committee has a required planning meeting in early December hosted in the city in which the annual conference will be in the coming year.

In the event a committee member is unable to attend in person, they should plan on participating via telephone or video conference.

Estimated time commitment for each committee may increase if a special task force is created or as committee goals are changed to align with Philanthropy Southwest's overall goals.

Because of the time commitment required for committee service, members may serve on multiple committees, but we discourage serving on more than three committees in one calendar year.

**Committee Leadership:** Each committee will have Chair or Co-Chairs with the exception of the Annual Conference Committee that will hold a Chair and a Vice Chair position. Each Chair or Co-Chair will serve a minimum term of one year and no more than three years in any given leadership position. The exception is the Annual Conference Committee.

Committee Chairs/Co-Chairs should have at least one year of experience serving on the committee for which they chair prior to serving in a committee leadership role.

**Committee Assignment Process:** Volunteer leadership is open to all active PSW members, including trustees, executive leadership, and staff members. Interest forms are available throughout the year, with an emphasis placed in October/November when preparing for the upcoming calendar year. The interest form is available on the PSW website, and the timeline is listed below. Non-standing committees will be reviewed by the Board of Directors annually and volunteer leaders may be added throughout the year.

**Timeline:**

October – Call for committee members will be made during the Annual Conference

December 1 – Chair/Co-Chair nominations from the listing throughout the year will be submitted and reviewed by PSW staff.

December – The Board of Directors will review and confirm all committee members and committee chairs during the final board meeting of the year



## **ANNUAL CONFERENCE**

### Committee Purpose:

Assists PSW staff members in the design, implementation, and monitoring of sessions; assist as onsite points of contact for speakers; and, as needed, promote conference on social media platforms and/or to colleagues.

### Committee Chair and Vice-Chair:

The Chair of the Annual Conference Committee serves the second of a two-year term and is responsible for recruiting a Vice-Chair to begin the first of a two-year term. The Chair and Vice-Chair recruit committee members to carry out the activities described below.

The Chair presides over the Committee's work during a year-long planning process. The Vice-Chair may step in during the Chair's absence and will assume the Chair role for the subsequent year's conference.

### Committee Composition:

Committee representatives serve a one-year term and must be current PSW members in good standing.

- Committee membership represents a mix of foundation staff and trustees, regional representation, staff role at the foundation, and expertise to assist with the development of the conference content.
- Representatives may be selected based on their proximity to the location of the Annual Conference.
- Committee representation also includes representation from PSW's Professional Learning Committee and the Communications Committee.
- The presiding PSW Board Chair serves in an ad hoc capacity and other board members may opt to serve also.

### Time Commitment:

The Annual Conference Committee service is a year-long commitment, which may be renewed for the subsequent additional year by mutual consent.

The Annual Conference Committee holds at least two (2) in-person meetings and three (3) meetings throughout the year virtually. Meeting frequency can fluctuate based on current priorities and needs.

### Committee Member Roles and Responsibilities

- Prepare for, attend, and engage in committee meetings.
- Brainstorm conference concepts, content, and engagement opportunities
- Welcome conference attendees in demonstrable, engaged ways
- Help shape one or more sessions, which entails developing (or refining) a session description and supporting PSW staff in making invitations, as needed



- Serve as a “session monitor” during the Annual Conference to assure that session evaluations, continuing education, and feedback is registered
- Register for and attend the Annual Conference.
- Support Philanthropy Southwest staff pertaining to conference development, speaker communication, etc.
- Promote the conference on social media and/or to foundation colleagues



## **AUDIT & FINANCE (Bylaw Designated Committee)**

### Committee Purpose:

The Audit and Finance Committee shall plan, monitor, and report to the Board the financial condition of the corporation and shall establish the investment policy guidelines which will be implemented by staff. The committee shall hire independent auditors, review the annual audit, and tax filings of the corporation. The Treasurer shall serve as Chair of this committee.

Chair: The Treasurer shall serve as Chair of the Audit & Finance Committee.

### Committee Composition:

Committee members serve a one-year term and must be current PSW members in good standing.

### Time Commitment:

The Audit & Finance Committee will meet four (4) times a year virtually and two (2) times in person, as listed above.

### Committee Member Roles and Responsibilities

- Plan, monitor, and report to the Board the financial condition of the organization
- Establish investment policy guidelines for implementation by staff
- Review Annual Audit and Tax Filings for the organization



## COMMUNICATIONS

### Committee Purpose:

Advises and supports PSW's communication efforts and collaborates with other PSW committees to enhance and enable the execution of their priorities.

### Committee Composition:

Committee members serve a one-year term and must be current PSW members in good standing. Committee membership is open to staff and trustees who play an active role in communications at their foundation. While some members may have a communications-related title at their foundation, it is not required for membership in the committee.

### Time Commitment:

The Communications Committee holds two (2) meetings in-person and the remaining three (3) meetings, and any additional meetings, are typically held virtually.

### Committee Members Roles and Responsibilities:

The Communications Committee advises and supports Philanthropy Southwest's communication efforts and collaborates with other Philanthropy Southwest committees to enhance and enable the execution of their priorities. Specific committee needs include expertise in:

- Philanthropic thought leadership and content creation
- Public relations
- Graphic design
- Social media strategy
- Website redesign process and strategy



## **GOVERNANCE (Bylaw Designated Committee)**

### Committee Purpose:

The Governance Committee shall provide all nominations for successive Board positions and officer positions of the Board. The Committee may also be tasked with oversight of governance documents and/or policies and the evaluation of Board performance. The Board will elect the Chair of this committee.

### Committee Composition:

Committee members are members of the PSW Board of Directors, serve a one-year term, and must be current PSW members in good standing.

### Time Commitment:

The Governance Committee will meet four (4) times a year virtually and two (2) times in person, as listed above.

### Committee Member Roles and Responsibilities

- Prepare for, attend, and engage in committee meetings
- Help create board roles and responsibilities
- Review board composition
- Encourage board development
- Assess board effectiveness
- Prepare board leadership, succession planning
- Oversee governance practices of operating committees of the board



## MEMBERSHIP

### Committee Purpose:

Develops and implements strategies to grow and engage PSW's existing and prospective membership.

### Committee Composition:

Committee representatives serve a one-year term and must be current PSW members in good standing who are interested in growing and supporting the membership of PSW.

### Time Commitment:

The Membership Committee holds at least two (2) in-person meetings and three (3) meetings throughout the year virtually. Meeting frequency can fluctuate based on current priorities and needs.

### Committee Members Roles and Responsibilities:

The PSW Membership Committee develops and implements strategies to grow and engage Philanthropy Southwest's existing and prospective membership. Specific membership committee service opportunities include:

- Communicating with new members to help orient them with all benefits of engagement with PSW
- Identifying opportunities to recruit new members
- Developing new ways to engage current members to increase member retention
- Serving as an ambassador for PSW, attending events and networking opportunities both inside and outside of the network
- Collaborating with the PSW communications committee and board as needed to implement membership committee strategies



## **PROFESSIONAL LEARNING**

### Committee Purpose:

Advises and supports learning opportunities for membership of PSW.

### Committee Composition:

Committee representatives serve a one-year term and must be current PSW members in good standing.

### Time Commitment:

The Professional Learning Committee holds at least two (2) in-person meetings and three (3) meetings throughout the year virtually. Meeting frequency can fluctuate based on current priorities and needs.

### Committee Member Roles and Responsibilities

The Professional Learning Committee supports the development of professional learning opportunities for PSW membership including monthly webinars and in-person meetings, as well as sharing best practices.

Professional Learning Committee is charged with reviewing the following priorities from the PSW strategic plan:

- Enhanced use of online platforms
- Intentionality in implementing a truly regional approach
- Prioritization of innovative new content and offerings
- All learning is dynamic and tailored to member needs
- Wherever possible, work with collaborative partners



## **PUBLIC POLICY**

### Committee Purpose:

Provides guidance to staff on current public policy priorities for philanthropy and fosters discussion and education of federal, state, and local legislative officials throughout the year.

### Committee Composition:

Committee representatives serve a one-year term and must be current PSW members in good standing.

### Time Commitment:

The Public Policy Committee holds at least two (2) in-person meetings and three (3) meetings throughout the year virtually. Meeting frequency can fluctuate based on current priorities and needs.

### Committee Member Roles and Responsibilities:

The Public Policy Committee reviews and advocates for legislation that is timely and pertinent to the priorities of philanthropy. This will also include fostering legislative relationships within the committee members' local region with federal, state, and local policymakers, attending and/or participating in the planning of United Philanthropy Forums “Foundations on the Hill” in Washington, DC, and creating legislative capital days in their respective states.



## RESOURCE DEVELOPMENT

### Committee Purpose:

Supports outreach efforts which strengthen the diversity and quality of PSW's network, programs, and content.

### Committee Composition:

Committee representatives serve a one-year term and must be current PSW members in good standing.

### Time Commitment:

The Resource Development Committee holds at least two (2) in-person meetings and three (3) meetings throughout the year virtually. Meeting frequency can fluctuate based on current priorities and needs.

The Resource Development Committee Chair/Co-chairs should expect a minimum of two additional meetings of all committee chairs.

### Committee Member Roles and Responsibilities:

The PSW Resource Development Committee supports outreach efforts which strengthen the diversity and quality of PSW's network, programs, and content. The focus of this work is both internal with current members and external with outside strategic partners and potential members. The Resource Development Committee collaborates and aligns its priorities with the Membership and Communications committees to ensure consistency and accountability.

Specific Resource Development Committee orientations include:

- Working with existing PSW members around unique partnership opportunities (those beyond dues) and existing sponsorship opportunities
- Identifying new partnership/sponsorship opportunities which may align with members' interests and can include pitching sponsorships /support opportunities to specific members, as appropriate
- Thinking strategically about how to leverage PSW resources to attract content creators, sponsorship inquiries, and potential new PSW members
- Serving as an ambassador for PSW, attending events and networking opportunities both inside and outside of the network