

# GOVERNANCE DOCUMENT

## **Big Bend LFCC – Combined Federal Campaign**

The roles and responsibilities of the Local Federal Coordinating Committee (LFCC) are fully defined in CFR Part 950 -- Combined Federal Campaign regulations. The following guidelines provide the basis for the Big Bend's LFCC's mission, responsibility, and organization.

### *Mission*

The LFCC provides leadership for the Big Bend of Florida Combined Federal Campaign to ensure effective management, fundraising, and accountability.

### Responsibilities Include

- Selection and supervision of the Principal Combined Fund Organization (PCFO)
- Evaluation of participant applications
- Overseeing the campaign
- Succession planning for LFCC and Chair
- Consider regular status reports on the campaign
- Budget formulation and the approval of fundraising and marketing initiatives
- Review and approval of expenses
- Financial review via periodic campaign reports and review of annual audit
- Submission of applicable compliance reports and documents

### Organization/Membership

- Current Chair of LFCC
- Current Vice-Chair of LFCC
- Immediate past LFCC Chair
- At least six other members with a focus on at least one from each branch of government (Executive, Legislative, Judicial)

### Terms of Service

- LFCC members shall serve for at least two years
- The position held by the Chair and Vice Chair will be a two year term
- Terms shall be staggered so that not all members transition in a given year
- In the case of vacancy, the Membership Recruitment and Retention Officer shall recommend a replacement appointment to fill the unexpired portion of the term
- LFCC members shall be automatically removed should she/he miss two consecutive meetings without notice to the Chair of the reason for such absence. At the Chair's discretion, absences may be excused

## **Officers**

- Chair: this position will be filled on a volunteer basis after having first served as Vice-Chair; expected tenure is for two pledge campaigns
- Vice-Chair: this position will be filled on a volunteer basis with the intention of serving as next Chair
- Treasurer: this position will be filled on a volunteer basis and remain in the role as long as he/she wishes to serve
- Secretary: this position will be filled on a volunteer basis and remain in the role as long as he/she wishes to serve
- MRRO: this position (membership recruitment and retention officer) will be filled on a volunteer basis and remain in the role as long as he/she wishes to serve
- Giving Back  
Coordinator: this position will be filled on a volunteer basis and remain in the role as long as he/she wishes to serve

The LFCC may create other officer positions as required to accomplish the LFCC's mission. Should the Chair be unable to exercise the duties of this position during a term of office, the Vice Chair shall assume this role.

## **Conflicts of Interest**

LFCC members shall not serve in any official capacity on the board of directors of any organization that serves as the Big Bend's Principle Combined Fund Organization. Office of Government Ethics and Department of Justice opinions prohibit an officer or employee of the Executive Branch from participating as a government official in any particular matter in which an organization he or she is serving as an officer, director, trustee, general partner or employee has a financial interest. This includes service on a board of an outside non-profit agency.

LFCC members may serve on boards of non-profit agencies subject to consultation with the LFCC and if such board membership is an acknowledgement of an individual's personal efforts, interests, or community ties.

## **Meetings and Committees**

The LFCC shall meet quarterly. Proxies shall be allowed and selected representatives shall be allowed to attend meetings in lieu of LFCC members. A quorum for the conduct of business shall be five of the LFCC members. The first LFCC meeting held after the beginning of the fiscal year shall be designated the Annual Meeting.

The minutes of LFCC meetings shall be made available to the public by the Secretary and provided to the Office of Personnel Management as needed. The LFCC shall prepare and distribute a tentative calendar of meetings and events for the coming year at the Annual Meeting.

The LFCC shall establish those committees necessary for the conduct of business. The Chair shall appoint the chairs of all committees. Committee chairs and members need not be LFCC members. At a minimum, the LFCC shall have a:

PCFO Review Committee reviews PCFO applications and presents its recommendations to the LFCC.

Eligibility Committee reviews applications and recommends charities to the LFCC for inclusion in the annual Campaign.

Campaign Leadership manages the annual Campaign. The LFCC Chair oversees the development and implementation of the strategy, marketing, training, and volunteer recruitment. The Chair works directly with the PCFO staff during the campaign season.

The Treasurer directs all financial activity including annual budget development, monitoring expenses, annual audit engagement, and interaction with the PCFO's financial staff.

Membership Recruitment and Retention (MRR) Officer assists in the review and recommendation of new members and shall coordinate appropriate orientation for new LFCC members and shall conduct annual refresher training for all LFCC members as needed.

### **Amendment and Revision of the Governing Document**

This document may be revised by a two-thirds vote, at any duly called meeting, where quorum is present.

Adopted— April 25, 2008

4/25/2008