

Subject:

Structure of Szucs Foundation Professional Advisory Board

Structure of Szucs Foundation Professional Advisory Board (PAB)

1. **Chairperson and Alternate.** A designated member of the Szucs Foundation Board of Directors will be the ex-officio chairperson of the PAB. An alternate person will be selected from within the group to act in the chairperson's absence.
2. **Frequency of meetings.** The PAB will meet at least quarterly at a place and time determined by the group. The chairperson can call meetings more frequently, if needed.
3. **Term.** Each member will serve a two year term, which can be extended.
4. **Minutes of the meetings.** Minutes of the meeting should show the date and location of the meeting, who attended, the topics discussed and a list of recommendations/courses of action. The group will designate the person who will compose the minutes, a copy of which will be submitted to the Szucs Foundation Board of Directors.
5. **Members of the PAB.** The group will consist of people knowledgeable about charitable activities or organizations and be in a position to advise on matters affecting the principal charities/causes sponsored by the Szucs Foundation. Ideally, a member will have a thorough knowledge/experience in at least one of those charities/causes.
6. **Number of participants.** Ideally there will be at least one member representing each of the Szucs Foundation sponsored charities, but more if deemed appropriate. The PAB can form sub or ad hoc committees consisting of standing members or increase the membership to meet specific needs where other professional expertise is required.
7. **Orientation.** As part of their orientation all members of the PAB will be briefed on the background, mission statement, core values and philosophy of the Szucs Foundation.

Roles and Responsibilities of the Szucs Foundation Professional Advisory Board (PAB)

The PAB is an advisory board, and as such, its recommendations/courses of action are advisory in nature and are to be directed to the Szucs Foundation (SF) Board of Directors for final approval. It's goals include, but are not limited to:

- 1) As requested, reviews and gives advice on specific charities under consideration for approval by the Szucs Foundation Board.
- 2) Gives advice on how best (best practices) to run a charitable organization.
- 3) Helps identify charities and causes worthy of grants and gift giving.
- 4) When requested helps connect the SF with specific persons or organizations.
- 5) Identifies individuals or families needing charitable relief.
- 6) Helps develop client lists and contacts with organizations and individuals who might donate to SF charities/causes.
- 7) Helps with grant writing.
- 8) Assists the SF in establishing criteria for giving out grants and individual gift giving.
- 9) Helps with fund raising activities.
- 10) Helps develop SF policies and procedures.
- 11) When requested, helps recruit personnel for the SF including volunteers as well as salaried staff.
- 12) Helps devise ways to make the community at large more aware of the SF funding and charities.
- 13) Helps publicize the services offered by the SF.
- 14) When requested and as vacancies occur, recommends individuals for appointment to the SF Board of Directors.
- 15) Other tasks. (The PAB can add other tasks to this list.)