

# The Omicron Pi Foundation Three Year Strategic Plan

## 2016 – 2019

### Mission Statement

This foundation is organized and operated by highly professional men who volunteer to improve the quality of life of people in the Bell and Coryell Counties. The foundation seeks to remove barriers of race, poverty, ignorance, and despair through mentoring, educational support, health care awareness, and community uplift

### Vision Statement

To support the community by in engaging in programs that promote HEALTH CARE, EDUCATION, COMMUNITY UPLIFT, and MENTORING

### Core Values and Beliefs:

*High Aspirations for Youth – Strong desire for high achievement in school*

*Duty – Accepting full responsibility for your actions in school*

*Respect – Treating all people with love and value*

*Courage – To do what is right when no one present*

*Honor – Displaying our values every day*

*Loyalty – Listening and supporting parents of youth, teachers, elderly, classmates, and friends*

*Integrity – Do not lie, admit our mistakes, and tell the truth*

*Confidence – A trusting relationship with parents of youth, teachers, elderly, classmates, and friends*

*Selfless-Service – Give back to our community and make a difference*

### Foundation Strengths

- Scholarship Program
- Achievement Week Program
- Talent Hunt Program
- Q Bucks reading program
- Social Action Program

**Foundation Weaknesses:**

In existence less than 3 years

**Programs and Initiatives**

- Provide 10 Scholarships to High School Seniors Annually
- Provide 1000 hours of Mentorship and Tutorship Annually
- Provide 3 Talent Hunt Awards Annually
- Provide 3 Essay Contests Awards Annually
- Provide 100 hours of Social Action Annually

**Foundation Challenges:**

Building a financial base

Building new community relationships

Building a new donor base

Increasing Omicron Pi Foundation's involvement

**STRATEGIC PLANNING TOPICS**

- 1.0 Executive Committee Chair**
- 2.0 Business Operations Committee Chair**
- 3.0 Fundraising Committee Chair**
- 4.0 Marketing and Communications Chair**
- 5.0 Nominating Committee Chair**
- 6.0 Parent Advisory Council Chair**
- 7.0 Program and Outreach Committee Chair**

**1.0 STRATEGIC PLANNING for the Executive Committee**

**EXECUTIVE COMMITTEE**

**Chair:** President of the Board of Directors

**Number of Members:** Includes the required officers listed below.

**Committee Composition:** Specifically required to be certified as board of distinction:

- President - Current
- Vice President - Current
- Program and Outreach Committee Chairman by the year 2018
- Fundraising Committee Chairman - Current
- Nominating Committee Chairman by the year 2018
- Parent Advisory Council Chairman by the year 2020
- Marketing and Communications Chairman by the year 2020
- Secretary - Current
- Treasurer - Current
- Business Operations Committee Chairman by the year 2019
- Executive Director (non-voting) by the year 2019
- *Others as deemed appropriate by the Board.*

**Method of Appointment:** The President and committee members are elected by the Board of Directors of the Foundation on an annual basis to be the officers of the board and therefore members of the Executive Committee.

**Term of Office:** One Year. Not to exceed two consecutive terms in the same position.

**Charge:** Meets to discuss all issues concerning the Foundation, and to plan and review suggestions from the committees and key constituents, and make recommendations to the Board. The Executive Committee shall have and may exercise, when the Board of Directors of the Foundation is not in session, all of the powers and duties of the Board of Directors, only on an “as needed” basis, except that the Executive Committee *shall not have the power to:* revoke directors and fill vacancies on the Board of Directors of the Foundation, as the case may be; to elect or remove officers; to amend or repeal any resolution of the Board of Directors of the Foundation; ; to ratify appointments to the Nominating Committee or the Executive Committee; to call a special meeting of the Foundation; or to amend these Bylaws.

**Frequency of Meetings:** Suggested minimally six times per year, more on an as needed basis.

**Responsibilities (in partnership with the Executive Director and Director of Golf Operations):**

1. Drive standing committees to achieve their goals.
2. Ensure greater responsibility and accountability for Board Members.
3. Monitor Foundation’s progress on Strategic Plan.
4. Monitor Foundation’s Fiscal Affairs

Current status and history:

### **3.0 STRATEGIC PLANNING for The Fundraising Committee Chair**

**Chair:** Elected via vote of Board of Directors (Officer Nomination Slate developed by Nominating Committee) during Annual Meeting of the Foundation.

**Number of Members/Committee Composition:** Suggested to include event chairs for major revenue programs as well as board members and volunteers who can and will solicit gifts for The Omicron Pi Foundation. Suggested committee composition is 30% board members and 70% non-board members. A minimum of 11 members needs to be recruited.

**Method of Appointment:** Chair is elected by the Board of Directors of the Foundation, as part of Annual Slate of Officers. Members are recruited by chair and other committee members.

**Term of Office:** One Year. Not to exceed three consecutive terms in the same position.

**Charge:** The Fundraising Committee shall provide leadership, oversight and execution for the Foundation's fundraising program. The Committee shall establish and articulate the vision for all fundraising activities of The Omicron Pi Foundation. The committee shall provide leadership and support to all volunteers and staff working on fundraising efforts.

**Subcommittees:** Created as needed.

**Frequency of Meetings:** Suggested to meet at least six times per year.

**Responsibilities: (in partnership with the Executive Director)**

1. Responsible for the achievement of all Foundation fundraising programs, and ensures that all donors are properly stewarded.
2. Stewards current relationships and seeks to develop new relationships with those individuals who have leadership positions with local public or private corporations for the sole purpose of leveraging that relationship for the benefit of THE FOUNDATION.
3. Oversees planning and implementation of core fundraising programs.
4. Ensures coordination and collaboration with other standing committees; Marketing and Communications, Finance and Business Operations, PAC/JAC, and Program and Outreach in particular.
5. Lead solicitation of corporate and individual sponsors of THE FOUNDATION events and activities.
6. Recruits new event chairs and honorees.
7. Evaluates current events and assesses ROI for program effectiveness.
8. Annually submits written objectives for approval by the Board of Directors.

Current status and history:

#### **4.0 STRATEGIC PLANNING for Marketing and Communication Chair**

Overview statement: To be established by the year 2020

**Chair:** Marketing and Communications Chairman

**Number of Members/Committee Composition:** Suggested committee composition is 30% board members and 70% non-board members.

**Method of Appointment:** Chair is elected by the Board of Directors of the Foundation, as part of Annual Slate of Officers. Other members selected by chair or other volunteers.

**Term of Office:** One Year. Not to exceed two consecutive terms in the same position.

**Charge:** The Communications Committee works with the Foundation Executive Director and the Communications staff of THE FOUNDATION in developing media resources and outlets, and to handle press inquiries when needed.

**Frequency of Meetings:** Suggested to meet at least twice per year, and on an as needed basis.

**Responsibilities (in partnership with the Executive Director):**

1. Generates awareness of THE FOUNDATION and the local Foundation by generating media coverage and cultivating media relationships.
2. Interacts with local media representatives; localizes generic THE FOUNDATION Communications press releases, and placement of such.
3. Focuses coverage on both fundraising activities and events, as well as on human interest or general THE FOUNDATION stories.
4. Increases public awareness through radio and television public service announcements, and through special events promotions.
5. Produces quarterly Foundation Newsletter (e-newsletter) to selected Foundation database.
6. Works to establish a prominent Foundation website to promote the Foundation and its activities.

Current status and history:

## **5.0 STRATEGIC PLANNING Nominating Committee Chair**

Overview statement: to be established by the year 2020

**Chair:** The Chair of the Nominating Committee is elected on an annual basis by the Board of Directors, and the Executive Director of the Foundation serve as co-chairs of the committee, with full voting rights.

**Number of Members/Committee Composition:** The Chair of the Nominating Committee, along with the Executive Director, chooses the members for the Nominating Committee and oversees the nominating process. The Nominating Committee consists of not less than five members, the committee should strive to have no less than 25% of the committee's membership be non-Board members.

**Committee Composition:** **The composition of the Nominating Committee must be exclusive of candidates for officers of the Foundation Board. The current Board President, nor any other current officer may serve on the Nominating Committee, with the exception of the Nominating Chair.**

**Method of Appointment:** Committee members are appointed via consultation of the co-chairs.

**Term of Office:** One Year. Not to exceed two consecutive terms in the same position.

**Charge:** The Nominating Committee officially selects the candidates for election by the Board and presents a suggested slate of Officers to the Board for Election at the Annual Meeting each year. On an annual basis, the Nominating Committee will assess each member of the Board and the Board as a body. The overall assessment will be shared with the Board on an annual basis. The Nominating Committee is responsible for conducting an orientation of all Board members on an annual basis.

**Frequency of Meetings:** Suggested to meet at least four times per year and on a year-round basis.

**Responsibilities (in partnership with the Executive Director):**

The work of the Nominating Committee is a vitally important element in building the success of the Foundation.

1. Nominates candidates for election, re-election and retirement to the Board of Directors of the Foundation.
2. Presents a slate of suggested officers for consideration by the Board of Directors.
3. Keeps a current list of tenure and eligibility on all board members
4. Informs committee members of the criteria and qualifications for new Board candidates and adheres to them.
5. Assists Foundation ED and Board Chairman in planning and execution of annual Board Orientation and/or update.
6. Leads evaluation process of overall Board need areas, as well as individual member performance.

7. Directs committee members on recruitment of new candidates and communicates with committee to ensure progress and completion of tasks and deadlines
8. Works throughout the year to identify, cultivate and recruit the best potential prospects.
9. Annually evaluates the officers and committee chairs of the Board and reviews Board member self-assessments (Excluding the Nominating Chair, who shall be evaluated by the Foundation President and Executive Director).
10. Establishes succession plans for all Officers and Standing Committee Chairs.
11. Mails nominating slate to membership in advance of the Annual Meeting.

**All deliberations of the Nominating Committee shall be conducted in closed session, be carefully documented and be held as extremely confidential. The Nominating Committee does have the right to invite non-members to make presentations that may aid the Committee in its deliberations.**

## **THE OMICRON PI FOUNDATION**

### **COMMITTEE CHARGES AND DESCRIPTIONS**

#### **BOARD OFFICERS**

- President
- Vice President
- Secretary
- Treasurer
- Business Operations Committee Chairman
- Fundraising Committee Chairman
- Marketing and Communications Chairman
- Nominating Committee Chairman
- Parent Advisory Council Chairman
- Program and Outreach Committee Chairman

#### **BOARD COMMITTEES**

- Executive
- Business Operations Program and Outreach
- Fundraising

- Marketing & Communications
- Nominating
- Parent Advisory Council / Junior Advisory Council
- Program and Outreach

### **EXECUTIVE COMMITTEE**

**Chair:** President of the Board of Directors

**Number of Members:** Includes the required officers listed below.

**Committee Composition:** Specifically required to be certified as board of distinction:

- President
- Vice President
- Program and Outreach Committee Chairman
- Fundraising Committee Chairman
- Nominating Committee Chairman
- Parent Advisory Council Chairman
- Marketing and Communications Chairman
- Secretary
- Treasurer
- Business Operations Committee Chairman
- Executive Director (non-voting)
- Director of Golf Operations (non-voting)
- *Others as deemed appropriate by the Board.*

**Method of Appointment:** The President and committee members are elected by the Board of Directors of the Foundation on an annual basis to be the officers of the board and therefore members of the Executive Committee.

**Term of Office:** One Year. Not to exceed two consecutive terms in the same position.

**Charge:** Meets to discuss all issues concerning the Foundation, and to plan and review suggestions from the committees and key constituents, and make recommendations to the Board. Principal purpose is to implement and carry out The Omicron Pi Foundation' mission, according to the recommendations of the Foundation Board. The Executive Committee shall have and may exercise, when the Board of Directors of the Foundation is not in session, all of the powers and duties of the Board of Directors, only on an "as needed" basis, except that the Executive Committee ***shall not have the power to:*** revoke directors and fill vacancies on the Board of Directors of the Foundation, as the case may be; to elect or remove officers; to amend or repeal any resolution of the Board of Directors of the Foundation; ; to ratify appointments to the Nominating Committee or the Executive Committee; to call a special meeting of the Foundation; or to amend these Bylaws.



**Frequency of Meetings:** Suggested minimally six times per year, more on an as needed basis.

**Responsibilities (in partnership with the Executive Director and Director of Golf Operations):**

- 1 Drive standing committees to achieve their goals.
- 2 Ensure greater responsibility and accountability for Board Members.
- 3 Monitor Foundation's progress on Strategic Plan.
- 4 Monitor Foundation's Fiscal Affairs

## **NOMINATING COMMITTEE**

**Chair:** The Chair of the Nominating Committee is elected on an annual basis by the Board of Directors, and the Executive Director of the Foundation serve as co-chairs of the committee, with full voting rights.

**Number of Members/Committee Composition:** The Chair of the Nominating Committee, along with the Executive Director, chooses the members for the Nominating Committee and oversees the nominating process. The Nominating Committee consists of not less than five members, the committee should strive to have no less than 25% of the committee's membership be non-Board members.

**Committee Composition:** **The composition of the Nominating Committee must be exclusive of candidates for officers of the Foundation Board. The current Board President, nor any other current officer may serve on the Nominating Committee, with the exception of the Nominating Chair.**

**Method of Appointment:** Committee members are appointed via consultation of the co-chairs.

**Term of Office:** One Year. Not to exceed two consecutive terms in the same position.

**Charge:** The Nominating Committee officially selects the candidates for election by the Board and presents a suggested slate of Officers to the Board for Election at the Annual Meeting each year. On an annual basis, the Nominating Committee will assess each member of the Board and the Board as a body. The overall assessment will be shared with the Board on an annual basis. The Nominating Committee is responsible for conducting an orientation of all Board members on an annual basis.

**Frequency of Meetings:** Suggested to meet at least four times per year and on a year-round basis.

**Responsibilities (in partnership with the Executive Director):**

The work of the Nominating Committee is a vitally important element in building the success of the Foundation.

- 1 Nominates candidates for election, re-election and retirement to the Board of Directors of the Foundation.
- 2 Presents a slate of suggested officers for consideration by the Board of Directors.
- 3 Keeps a current list of tenure and eligibility on all board members
- 4 Informs committee members of the criteria and qualifications for new Board candidates and adheres to them.
- 5 Assists Foundation ED and Board Chairman in planning and execution of annual Board Orientation and/or update.
- 6 Leads evaluation process of overall Board need areas, as well as individual member performance.
- 7 Directs committee members on recruitment of new candidates and communicates with committee to ensure progress and completion of tasks and deadlines
- 8 Works throughout the year to identify, cultivate and recruit the best potential prospects.
- 9 Annually evaluates the officers and committee chairs of the Board and reviews Board member self-assessments (Excluding the Nominating Chair, who shall be evaluated by the Foundation President and Executive Director).
- 10 Establishes succession plans for all Officers and Standing Committee Chairs.
- 11 Mails nominating slate to membership in advance of the Annual Meeting.

**All deliberations of the Nominating Committee shall be conducted in closed session, be carefully documented and be held as extremely confidential. The Nominating Committee does have the right to invite non-members to make presentations that may aid the Committee in its deliberations.**

## **FUNDRAISING COMMITTEE**

**Chair:** Elected via vote of Board of Directors (Officer Nomination Slate developed by Nominating Committee) during Annual Meeting of the Foundation.

**Number of Members/Committee Composition:** Suggested to include event chairs for major revenue programs as well as board members and volunteers who can and will solicit gifts for The Omicron Pi Foundation. Suggested committee composition is 30% board members and 70% non-board members. A minimum of 11 members needs to be recruited.

**Method of Appointment:** Chair is elected by the Board of Directors of the Foundation, as part of Annual Slate of Officers. Members are recruited by chair and other committee members.

**Term of Office:** One Year. Not to exceed three consecutive terms in the same position.

**Charge:** The Fundraising Committee shall provide leadership, oversight and execution for the Foundation's fundraising program. The Committee shall establish and articulate the vision for all fundraising activities of The Omicron Pi Foundation. The committee shall provide leadership and support to all volunteers and staff working on fundraising efforts.

**Subcommittees:** Created as needed.

**Frequency of Meetings:** Suggested to meet at least six times per year.

**Responsibilities: (in partnership with the Executive Director)**

- 1 Responsible for the achievement of all Foundation fundraising programs, and ensures that all donors are properly stewarded.
- 2 Stewards current relationships and seeks to develop new relationships with those individuals who have leadership positions with local public or private corporations for the sole purpose of leveraging that relationship for the benefit of THE FOUNDATION.
- 3 Oversees planning and implementation of core fundraising programs.
- 4 Ensures coordination and collaboration with other standing committees; Marketing and Communications, Finance and Business Operations, PAC/JAC, and Program and Outreach in particular.
- 5 Lead solicitation of corporate and individual sponsors of THE FOUNDATION events and activities.
- 6 Recruits new event chairs and honorees.
- 7 Evaluates current events and assesses ROI for program effectiveness.
- 8 Annually submits written objectives for approval by the Board of Directors.

## **BUSINESS OPERATIONS COMMITTEE**

**Chair:** Elected via vote of Board of Directors (Officer Nomination Slate developed by Nominating Committee) during Annual Meeting of the Foundation

**Number of Members/Committee Composition:** Suggested committee composition is 30% board members and 70% non-board members. Minimum of 3 members (excluding staff). The

Executive Director, Director of Golf and Course Superintendent will be non-voting members of this committee.

**Method of Appointment:** Chair is elected by the Board of Directors of the Foundation to be the Foundation's Treasurer, as part of Annual Slate of Officers. Other members selected by chair or other volunteers.

**Term of Office:** One Year. Not to exceed two consecutive terms in the same position.

**Charge:** Provides oversight, direction and resources for the following functions of THE FOUNDATION's business operations: information technology, database management, vendor relationships and accounts payable, corporate and private tournaments, maintenance of the learning center and course, pro shop, facility rental, risk management.

**Frequency of Meetings:** Meets on an as needed basis. Suggested a minimum of four times per year.

**Responsibilities (in partnership with the Staff):**

1. Provides input and assistance to Executive Director and Executive Committee in preparing preliminary Foundation budgets.
2. Reviews and creates financial and business processes to ensure fiscal controls and effective business practices.
3. Provides the Superintendent with feedback on general state of the golf course, learning facility and grounds.
4. Provides technical advice and support for the Foundation's database and information technology management.
5. Reviews and approves corporate and charitable tournaments held at THE FOUNDATION.
6. Works with the Director of Golf to provide independent oversight of pro shop inventory and revenue.
7. Reviews rental practices, procedures and activity for the learning center's classrooms. Also assists in marketing renting of the facility to outside organizations.
8. Provides support and direction on risk management issues.

**MARKETING AND COMMUNICATIONS COMMITTEE**

**Chair:** Marketing and Communications Chairman

**Number of Members/Committee Composition:** Suggested committee composition is 30% board members and 70% non-board members.

**Method of Appointment:** Chair is elected by the Board of Directors of the Foundation, as part of Annual Slate of Officers. Other members selected by chair or other volunteers.

**Term of Office:** One Year. Not to exceed two consecutive terms in the same position.

**Charge:** The Communications Committee works with the Foundation Executive Director and the Communications staff of THE FOUNDATION in developing media resources and outlets, and to handle press inquiries when needed.

**Frequency of Meetings:** Suggested to meet at least twice per year, and on an as needed basis.

**Responsibilities (in partnership with the Executive Director):**

- 1 Generates awareness of THE FOUNDATION and the local Foundation by generating media coverage and cultivating media relationships.
- 2 Interacts with local media representatives; localizes generic THE FOUNDATION Communications press releases, and placement of such.
- 3 Focuses coverage on both fundraising activities and events, as well as on human interest or general THE FOUNDATION stories.
- 4 Increases public awareness through radio and television public service announcements, and through special events promotions.
- 5 Produces quarterly Foundation Newsletter (e-newsletter) to selected Foundation database.
- 6 Works to establish a prominent Foundation website to promote the Foundation and its activities.

**PROGRAM AND OUTREACH COMMITTEE**

**Chair:** Program and Outreach Chair

**Number of Members/Committee Composition:** Suggested committee composition is 30% board members and 70% non-board members.

**Method of Appointment:** Chair is elected by the Board of Directors of the Foundation, as part of Annual Slate of Officers. Other members selected by chair or other volunteers.

**Term of Office:** One Year. Not to exceed two consecutive terms in the same position.

**Charge:** The Program and Outreach Committee is responsible for working with THE FOUNDATION staff to create and implement an effective strategy to deliver superb programs and to reach out to the broader community in order to attract more young people who need THE FOUNDATION's programs. The committee will oversee and actively participate in the execution of: education programs; outreach efforts; volunteer management; summer camps, child tournaments, and national THE FOUNDATION scholarship programs.

**Frequency of Meetings:** Suggested to meet at least six times per year.

**Responsibilities (in partnership with the Director of Golf Operations):**

1. Creates a schedule of educational programs that is both relevant to Our Town youth and has the potential to have a deep impact on those young people that choose to participate.
2. Determines what financial, volunteer and staff resources are needed to effectively implement the Foundation's programs and reports those needs to the Board on a regular basis.
3. Create and implement an Outreach campaign that aligns the needs of the community we serve with the resources the Foundation has available.
4. Oversee the implementation of adult/child tournaments, summer camps, league play and any other non-programmatic activities, targeting a particular segment of the Foundation's members, which involve utilizing THE FOUNDATION staff and/or volunteers.
5. Create and foster relationships with organizations that service young people from segments of the population THE FOUNDATION wishes to better serve; in particular Hispanics, African Americans and girls. Leverage those relationships so that THE FOUNDATION is able to better attract and retain young people from those segments.
6. Stay abreast of scholarship and special opportunities offered to participant by the national organization. Work with staff to ensure Foundation participants and their parents are made aware of these opportunities and are given every opportunity to compete.

## **PAC/JAC**

**Chair:**

**Number of Members/Committee Composition:**

**Method of Appointment:**

**Term of Office:**

**Charge:**

**Frequency of Meetings:**

**Responsibilities:**

References:

[https://en.wikipedia.org/wiki/Strategic\\_thinking\\_-\\_Strategic\\_thinking\\_vs.\\_Strategic\\_planning](https://en.wikipedia.org/wiki/Strategic_thinking_-_Strategic_thinking_vs._Strategic_planning)

Mr. President,

At our last meeting, I made a recommendation for the distribution of funds in the bank at the time. I had to leave and don't know if the recommendation was approved or not. Following is a report of fundraising activities since our last meeting.

	As of 8/11/16	As of 10/18/16	
Cash on hand:	\$1,922.48	\$2,315.50	
Recommended Distribution			Source
Operations:	\$ 522.48	574.65	\$ 52.17 BBVA Compass For Your Cause
Fund Raising Programs:			
Scholarship	\$ 350.00	390.85	\$ 40.85 GoFundMe \$4 - \$8 - \$20 Campaign
Talent Hunt	\$ 350.00	350.00	
Health Initiatives	\$ 350.00	350.00	
Social Actions	\$ 350.00	650.00	\$300.00 (\$200 R. Mayhorne; \$100 Dr. Ford)
	=====		
TOTAL	\$1,922.48	\$2,315.50	

In Kind Donation from Walmart \$ 50.00 (Gift Card)

The programs listed above are in line with the \$4 - \$8 - \$20 Campaign started in June of this year.

Therefore, the answer to Ronnie's question is, "yes", Operation Holiday Uplift falls under the program of "Social Actions".

Please advise the board members before our meeting on the 24th.

v/s