IOWA LIBRARY ASSOCIATION FOUNDATION
EXECUTIVE COMMITTEE

ILA = Iowa Library Association
ILAF = Iowa Library Association Foundation
Board = Board of Directors of ILAF
Adopted by the Board March 3, 1995

1. PURPOSE
   a. Serve as the ILAF President's advisory council between Board meetings.
   b. Coordinate the report to donors.

2. DUTIES
   a. Advise the President as needed.
   b. Delegate the compilation and distribution of the annual Giving Report.
   c. Other duties as assigned by the President or Board.

3. MEMBERSHIP
   a. This committee shall consist of the four ILAF executive officers: President,
      Vice-President, Secretary and Treasurer.
   b. The committee will be chaired by the President.

4. HISTORICAL STATEMENT
   This committee's first year of existence was 1995.
IOWA LIBRARY ASSOCIATION FOUNDATION
FUNDRAISING COMMITTEE

ILA = Iowa Library Association
ILAF = Iowa Library Association Foundation
Board = Board of Directors of ILAF
Adopted by the Board, August 14, 1992

1. PURPOSE.
   a. Coordinates the annual fundraising for the Foundation.
   b. Establishes the program for recognition of the donors to the Foundation.
   c. Assists in the general promotion of Foundation activities as they relate to fundraising.

2. DUTIES.
   a. Develop and implement a plan for fundraising campaigns in the following areas:
      1) Annual fund, including, but not limited to ILA dues checkoff, annual ILA conference.
      2) Endowed Speakers Fund.
      3) Deferred gifts.
   b. Identify potential donors and actively pursue their contribution to ILAF.
   c. Plan and execute recognition events for donors to the Foundation and its various funds as directed by the Board.
   d. Coordinate and develop the general promotion for the Foundation's fundraising activities as approved by the Board.
   e. Prepare a written committee report for the last Board meeting of each fiscal year.

3. MEMBERSHIP.
   a. This committee shall consist of at least three (3) ILAF Board members.
   b. The chairperson shall be appointed by the ILAF president by the first Board meeting of the calendar year.

4. HISTORICAL STATEMENT.
   a. This committee's first year of existence was 1985.
1. PURPOSE.
   a. Award scholarships and grants to improve service to the Iowa library user.
   b. Arrange for distribution of available scholarship funds.
   c. Arrange for distribution of other available funds.

2. DUTIES.
   a. Scholarships.
      1) Recommend to ILAF Board priorities for distribution of funds.
      2) Publicize availability of funds.
      3) Evaluate scholarship applications.
      4) Arrange conference presentation of awards.
      5) Receive reports from scholarship recipients.
   b. Other Grants.
      1) Recommend to ILAF Board priorities for distribution of funds.
      2) Publicize availability of funds.
      3) Evaluate funding requests.
      4) Award funding requests.
   c. An annual report of committee activities will be submitted each fall.

3. MEMBERSHIP.
   a. This committee shall consist of three ILAF Board members.
   b. Members are appointed for a three year term with one member appointed each year.
   c. The committee shall select its own chair.

4. HISTORICAL STATEMENT.
   This committee's first year of existence was 1984.
ILA = Iowa Library Association
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Board = Board of Directors of ILAF

1. PURPOSE
   a. Assist in records management of ILAF.
   b. Review contracts.
   c. Serve as nominating committee for the election of ILAF's officers.
   d. This committee shall avoid the annual responsibilities delegated to the ILAF secretary.

2. DUTIES
   a. Records Management
      1) Maintain ILAF HANDBOOK (current and archival versions)
      2) Issue revised and new pages to Board members.
      3) Work with the ILAF president to keep the ILAF calendar current.
      4) Maintain inventory of permanent documents.
      5) Provide a copy of the ILAF HANDBOOK to new members.
      6) Function as ILAF historian and archivist.
      7) Maintain ILAF website
   b. Contracts and Relations
      1) Annually review contract with ILA Executive Director.
      2) Review legal instruments in which ILAF is a party.
   c. Nominations
      1) Serve as the annual nominations committee for the election of ILAF officers.
      2) Work with the president to alert sponsoring organizations of their responsibility to fill impending vacancies on the ILAF Board, etc. [remind ILA VP to appoint ILAF representative to Strategic Planning Committee]
   d. Prepare contributions for ILAF web pages.

3. MEMBERSHIP
   a. This committee shall consist of at least three ILAF Board members.
   b. The chairperson shall be appointed, for the following year, by the ILAF president no later than the final Board meeting of the calendar year.
   c. At least one member of this committee shall have computer and printer capabilities for the production of revised handbook pages.

4. HISTORICAL STATEMENT
   This committee's first year of existence was 1991.
IOWA LIBRARY ASSOCIATION FOUNDATION
BUDGET AND FINANCE COMMITTEE

ILAF = Iowa Library Association Foundation
Board = Board of Directors of ILAF
Adopted by the Board, March 1992

1. PURPOSE.
   a. Advise Board and treasurer regarding form and contents of financial reports.
   b. Monitor ILAF General and Endowment funds.
   c. Recommend and monitor investments.
   d. Assist with budget preparation.
   e. Recommend amendments to ILAF financial policy.

2. DUTIES.
   a. Monitor ILAF financial transactions to ensure:
      1) Activities do not endanger ILAF’s status as a 501c3 tax-exempt organization, as
         defined by the Internal Revenue Service.
      2) Activities are consistent with both the ILAF Articles of Incorporation and Bylaws.
      3) Funds are handled in a manner consistent with:
         a) ILAF financial policies.
         b) Any and all contracts and/or agreements with donors, which reference specific
            donated funds, endowment funds, or otherwise, and with regard to the donated
            funds and any income derived therefrom.
         c) Any and all restrictions placed on specific funds and/or the income therefrom
            by
               the ILAF Board.
   b. Recommend purchase or sale of investments.
      1) With the assistance of the treasurer, recommend depositary(s) for cash.
      2) Being knowledgeable of the timing of expenditures, recommend short term (less
         than one year) investments of excess cash, in line with ILAF financial
         policy.
      3) Recommend long term investments in line with ILAF financial policy.
      4) Recommend sale or divestiture of investments, securities or otherwise, as may
         seem prudent at that time.
   c. Assist Treasurer with annual preparation of ILAF budget.
   d. Assist treasurer in formatting financial reports to provide clear, concise, informative
      and
      understandable results, and upload reports to ILAF website as appropriate.
   e. Review ILAF financial policy at least annually.
      1) At the first Board meeting of each fiscal year, recommend any needed changes
         (or sooner if necessary) in the financial policy.
      2) If it appears no changes are needed, report the same to the Board.
   f. Render Committee report in writing at the last Board meeting of each fiscal year.
3. MEMBERSHIP:
   a. This Committee shall consist of at least three members.
      1) The ILAF treasurer shall be a member but shall not be chair.
   b. The Committee shall select its own chair.
      1. Priority should be given to persons with some investment and/or business
         background.
      2. Members shall be appointed to a two year term with one or two members
         appointed each year.
         a) The first year one member shall be appointed for one year. (still need this line?)
         b) The treasurer shall serve without appointment per se.

4. HISTORICAL STATEMENT:
   b. This committee's first year of existence was 1992.
   c. The committee expanded beyond three members in 1995.