

Pennsylvania Bar Foundation

2007 – 2008 Committee Sign-up Sheet

There are many opportunities to become actively involved in the work of the Pennsylvania Bar Foundation. There are presently thirteen committees that help the Foundation carry out its mission and most meet by telephone conference call. Each would benefit from your energy, talent and expertise, so if you are interested in joining one or two, or more, please indicate by checking the box(es) below and returning the form to the Foundation office. If you would like more information, please contact Pennsylvania Bar Foundation Executive Director E. Marie Queen. She can be reached via phone at 888-238-3036 or via e-mail at info@pabarfoundation.org.

Audit Committee

Charge: Recommend the retention/termination of the independent auditor. Review the terms of the auditor's engagement at least every five years. Oversee the performance of the independent audit. Confer with auditor to ensure that the affairs of the organization are in order. Recommend the approval of the annual audit report to the full board. Periodically review and assess internal controls. Recommend the pre-approval of any non-audit services provided by independent auditors, including tax services, before services are rendered. Develop and oversee policies and procedures for encouraging whistleblowers to report questionable accounting or auditing matters of the organization. Assure conflict of interest policy is in place and review conflicts annually.

Bylaws Committee

Charge: Propose changes in the bylaws and review comments on changes suggested by other entities within the Pennsylvania Bar Foundation

Events Committee/Promotion/

Charge: Develop a public relations plan that promotes the Foundation, its grantmaking, and its Directors and members. Build on the success of the "Foundation Night Out" series. Expand the Foundation's presence at PBA events including the annual and midyear meetings, individual meetings of the larger PBA sections, committee/section days and Conference of County Bar Leaders. Identify sponsorship opportunities.

Finance Committee

Charge: Prepare annual budget in conjunction with Executive Director. Receive and review quarterly and annual financial statements. Monitor Foundation spending. Pursue the establishment of a Foundation credit card account to facilitate credit card contributions and annual fellows' payments. Pursue sale of Foundation interest in the Belden Building and associated parking lot. Continuingly review and make recommendations for implementation of "best practices" in non-profit financial management.

Fundraising – Recruitment & Retention

Charge: Develop and implement annual membership recruitment campaigns to increase the number of Keystone Society members, Commonwealth Club members and Life Fellows to meet annual budgetary recruitment projections.

Goffman Awards Committee

Charge: Continue the positive trend of increasing the awards' profile and prestige. Pursue enhancement of the Goffman endowment through partnerships within and beyond the legal profession.

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Grants Committee

Charge: Review grant applications. Develop budget for grant requests. Make recommendations to Foundation Board as to grant support. Receive and review grantee semi-annual and annual reports for compliance. Periodically review and make recommendations for the improvement of Foundation grant policies and procedures.

Investment Committee

Charge: Monitor and review Foundation investments. Make recommendations regarding Foundation investment policy, procedures and investment instruments in consultation with Foundation staff and financial representatives.

Nominating Committee

Charge: Immediately fill zone director vacancies. Create the annual slate of officers and zone directors for election by members. Identify and encourage persons to become candidates for the positions of zone director, officer, committee chair and/or committee vice-chair.

PBF- PBA YLD Pro Bono Grants Committee

Charge: Conduct annual grant solicitation and review process for LEXIS-NEXIS research hours and make a recommendation to the Foundation Board of Directors regarding allocation of time.

Planned Giving

Charge: Research, design and implement a planned giving program for the Pennsylvania Bar Foundation.

Scholarship Committee

Charge: Administer Pennsylvania Bar Foundation scholarship program. Periodically review program. Seek additional funding support within and beyond legal community.

Silent Auction Committee

Charge: Organize and conduct the annual silent auction, building on its successes and increasing the net proceeds. Review auction protocols and policies.

Name _____

E-Mail _____ Phone () _____

Please return to: Pennsylvania Bar Foundation
Via Mail P.O. Box 186
Harrisburg, PA 17108-1086

OR
Via FAX 717-213-2548

OR
Via E-mail Marie.Queen@pabar.org