

Clear Creek Education Foundation Plan of Work



Officer/Chairman Name: Lisa Holbrook

Position: Chairman

Year: 2010

Reproduce as needed for the appropriate number of goals.

Responsibilities/Duties:	To be the chief executive officer of the Foundation and to have active general management of the business of the Foundation.		
Goals:	<ol style="list-style-type: none"> 1. To facilitate and encourage discussion within the Executive Committee and Board of Directors' meetings that promotes the objects and missions of the Clear Creek Education Foundation as well as the implementation of new ideas and programs. 2. To develop new Foundation leadership. 3. To rejuvenate active involvement within the Clear Creek Education Foundation including but not limited to committee works, events and financial contributions. 		
Specific Action Steps	Start Date	Completion Date	Budget
Solicit and appoint the committee chairmen to serve on the Clear Creek Education Foundation Board of Directors by December 1.	November 2009	December 2009	
Arrange to become an authorized signatory at the bank in order to cosign checks.	November 2009	January 2010	
Communicate with board members through monthly meetings, oral and written correspondence and/or attendance at committee meetings as requested or deemed necessary.	January 2010	December 2010	
Fulfill the duties of the bylaws and standing rules of the Clear Creek Education Foundation as it applies to the position of Chairman.	January 2010	December 2010	
Manage all hired personnel including conducting annual reviews, recommending salary increases to the executive committee for approval and any other required action.	January 2010	December 2010	
Attend or be represented at various events such as the Clear Lake Area Chamber and League City Chamber meetings for the purposes of networking and community outreach.	January 2010	December 2010	
Serve as an ex-officio member of the Fundraising committee.	Ongoing	Ongoing	
Serve as a member of the Board Development committee.	Ongoing	Ongoing	
Resources:	Clear Creek Education Foundation Senior Advisory Council Clear Creek Independent School District Other Education Foundations		

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Officer/Chairman Name: Joe Marschhauser

Position: Vice Chairman

Year: 2010

Reproduce as needed for the appropriate number of goals.

Responsibilities/Duties:	Serve as a member of the Finance committee. Assist in developing and recommending policies and procedures for the overall management of the Foundation. Maintain the five year plan. Preside in the absence of the Chairman. Perform other duties as assigned by the Chairman or the Board of Directors.		
Goals:	Perform duties as stated in the Clear Creek Education Foundation bylaws and assist the Chairman as requested.		
Specific Action Steps	Start Date	Completion Date	Budget
Update the five year plan to accurately reflect current strategic goals as set by the officers and long range fundraising strategy committee.	January 2010	March 2010	
Evaluate current CCEF policies and recommended any changes if needed based on strategic direction of the organization.	January 2010	December 2010	
Attend finance committee meetings when held.	January 2010	December 2010	
Fulfill the duties of the bylaws of the Clear Creek Education Foundation as it applies to the position of Vice Chairman.	January 2010	December 2010	
Perform other duties as assigned by the Chairman of the Clear Creek Education Foundation.	January 2010	December 2010	
Serve as an ex-officio member of the Fundraising committee.	Ongoing	Ongoing	
Resources:	Clear Creek Education Foundation Senior Advisory Council Clear Creek Independent School District Other Education Foundations		

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Officer/Chairman Name: Dinah Matthews

Position: Secretary

Year: 2010

Reproduce as needed for the appropriate number of goals.

Responsibilities/Duties:	Fulfill all the duties and responsibilities of the office of Secretary in an efficient, timely and friendly manner.		
Goals:	To keep accurate records of the proceedings of the Clear Creek Education Foundation		
	Specific Action Steps	Start Date	Completion Date
	Keep the minutes of all meetings of the Clear Creek Education Foundation.	January 2010	December 2010
	Notify members of all meetings of the Clear Creek Education Foundation.	January 2010	December 2010
	Keep an accurate record of attendance and keep the Chairman informed of attendance.	January 2010	December 2010
	Maintain a copy of the bylaws.	January 2010	December 2010
	Provide the Chairman with minutes of all meetings and distribute to board members for review prior to each meeting.	January 2010	December 2010
	Fulfill the duties of the bylaws of the Clear Creek Education Foundation as it applies to the position of Secretary.	January 2010	December 2010
	Perform other duties as assigned by the Chairman of the Clear Creek Education Foundation.	January 2010	December 2010
Resources:	Clear Creek Education Foundation bylaws Minutes/Legal Documents of Clear Creek Education Foundation (prior years)		

Clear Creek Education Foundation Plan of Work



Officer/Chairman Name: Jim Towey

Position: Treasurer Year: 2010

Reproduce as needed for the appropriate number of goals.

Responsibilities/Duties:	Maintain accurate financial records for the Clear Creek Education Foundation.		
Goals:	Keep an accurate and detailed account of all monies received and disbursed. Present financial reports at all meetings. Reconcile bank statements in a timely manner.		
Specific Action Steps	Start Date	Completion Date	Budget
Arrange to be added as signatory to bank account.	January 2010	January 2010	
Receive all Clear Creek Education Foundation (CCEF) funds and deposit them in a timely manner into the CCEF bank account.	January 2010	December 2010	
Make disbursements in accordance with the adopted budget.	January 2010	December 2010	
Prepare financial reports for all meetings.	January 2010	December 2010	
Reconcile bank statement monthly with non-signer opening, reviewing and signing prior to reconciliation.	January 2010	December 2010	
Submit Form 990(EZ) return with the IRS.	May 15, 2010	May 15, 2010	
Prepare annual report by end of fiscal year.	December 2010	December 2010	
Serve on the budget committee to develop budget for new fiscal year.	November 2010	December 2010	
Fulfill the duties of the bylaws of the Clear Creek Education Foundation as it applies to the position of Treasurer.	January 2010	December 2010	
Perform other duties as assigned by the Chairman of the Clear Creek Education Foundation.	January 2010	December 2010	
Serve as an ex-officio member of the Finance committee.	Ongoing	Ongoing	
Resources:	<ol style="list-style-type: none"> 1. www.irs.gov 2. www.window.state.tx.us 		

Clear Creek Education Foundation Plan of Work



Officer/Chairman Name: Jamieson Mackay

Position: Past Chairman Year: 2010

Reproduce as needed for the appropriate number of goals.

Responsibilities/Duties:	To assist the Clear Creek Education Foundation (CCEF) Chairman in any manner requested.		
	To serve as an advisor to the CCEF Board of Directors.		
Goals:	To provide a seamless transition of the leadership of CCEF from one year to the next.		
Specific Action Steps	Start Date	Completion Date	Budget
Work with the CCEF Chairman to carry out specific duties as assigned.	January 2010	January 2010	
Attend as many CCEF functions as possible to demonstrate support.	January 2010	December 2010	
Attend monthly meetings.	January 2010	December 2010	
Fulfill the duties of the bylaws of the Clear Creek Education Foundation as it applies to the position of Past Chairman.	January 2010	December 2010	
Perform other duties as assigned by the Chairman of the Clear Creek Education Foundation.	January 2010	December 2010	
Serve as a member of the Board Development committee.	Ongoing	Ongoing	
Resources:	Clear Creek Education Foundation Senior Advisory Council Clear Creek Independent School District Other Education Foundations		

Clear Creek Education Foundation Plan of Work



CLEAR CREEK
EDUCATION FOUNDATION

Officer/Chairman Name: Joe Barlow

Position: Programs Year: 2010

Reproduce as needed for the appropriate number of goals.

Responsibilities/Duties:	To recommend and implement identified programs that reflect the mission of the Clear Creek Education Foundation.		
Goals:	To effectively manage the various programs offered by the Clear Creek Education Foundation in an efficient and effective manner.		
Specific Action Steps	Start Date	Completion Date	Budget
Develop specific criteria, guidelines and applications for each CCEF program.	Ongoing	Ongoing	
Develop and implement a plan for dissemination of applications and pertinent information to district staff.	Ongoing	Ongoing	
Receive, review and evaluate requests for funding and make recommendations to the Foundation BOD.	January 2010	December 2010	
Work with the Community Outreach committee to plan publicity and recognition of recipients of Foundation funds.	January 2010	December 2010	
Identify program priorities and levels of funding for Foundation BOD approval.	January 2010	December 2010	
Modify and revise programs as appropriate.	Ongoing	Ongoing	
Annually review programs and determine the effectiveness of each one.	January 2010	December 2010	
Provide feedback in regard to why funding requests are denied.	January 2010	December 2010	
Work with the Executive Committee in arranging an annual meeting with the Superintendent and/or designated instructional staff to review and evaluate Foundation programs and to determine the needs of the district.	January 2010	December 2010	
Work with the Fundraising committee to coordinate levels of funding for each program on an annual basis.	January 2010	December 2010	
Resources:	CCISD Office of Public Information CCEF Coordinator Committee Members <ul style="list-style-type: none"> • Teacher Innovative Grants (TIGs) • Scholarships 		

Clear Creek Education Foundation Plan of Work



Officer/Chairman Name: Bob Richmond

Position: Finance Year: 2010

Reproduce as needed for the appropriate number of goals.

Responsibilities/Duties:	To review and guide the financial management of the Clear Creek Education Foundation.			
Goals:	To ensure the fiscal health of the Clear Creek Education Foundation by monitoring cash flow and status of investments.			
	Specific Action Steps	Start Date	Completion Date	Budget
	Assure that systems are in place to accurately record all financial transactions in accord with applicable policies and accounting standards as well as all laws and government regulations.	Ongoing	Ongoing	
	Solicit proposals and procure annual auditing services. Work with auditors to respond to queries and collaborate with the Executive Committee to prepare and implement Foundation responses to audit findings.	April 2010	June 2010	
	Work in concert with other committees to develop an annual budget that accurately reflects revenue and expenses projections.	January 2010	December 2010	
	Assure written policies and procedures are in place to manage and record financial transactions including receipt and disbursement of funds and monitor activities via annual audits to ensure that these written policies and procedures are followed.	January 2010	December 2010	
	Monitor approved investment and spending policies to assure safeguarding of the Foundation's financial assets.	January 2010	December 2010	
	Utilize plans and forecasts of the Foundation committees to compile long range financial projections.	Ongoing	Ongoing	
	Meet at least twice during the year as a committee.	Ongoing	Ongoing	
Resources:	CCEF Bylaws CCEF Treasurer CCEF Committee Chairman			

Clear Creek Education Foundation 2009 Plan of Work



Officer/Chairman Name: Jamieson Mackay

Position: Community Outreach

Reproduce as needed for the appropriate number of goals.

Responsibilities/Duties:	To educate the citizens in CCISD about what the Clear Creek Education Foundation is and how they can be involved.		
Goals:	To consistently promote the activities of the Clear Creek Education Foundation in a variety of periodicals and press releases culminating in a celebratory event in the fall of the year.		
	Specific Action Steps	Start Date	Completion Date
	Interface with other committees and help with marketing the Foundation.	Ongoing	Ongoing
	Develop marketing materials.	Ongoing	Ongoing
	Develop a press packet regarding the Foundation for different audiences within CCISD.	January 2010	June 2010
	Develop press releases as appropriate and develop rapport with the media in order to promote the Foundation through feature articles, television interviews and PSAs.	January 2010	December 2010
	Form a speakers' bureau, develop the content of the speeches and contact various organizations within the community to schedule presentations in order to promote the Foundation.	January 2010	December 2010
	To assist the Fundraising committee in developing marketing materials for each fundraising activity.	Ongoing	Ongoing
	Plan and maintain permanent recognition of donors.	January 2010	December 2010
	Maintain Web site content and update as necessary.	January 2010	December 2010
	Maintain and revise presentations for various audiences.	January 2010	December 2010
	Coordinate an annual recognition event.	July 2010	October 2010
	Create an e-newsletter that will be distributed to board of directors, community supporters, committee volunteers and other interested parties.	January 2010	December 2010
	Meet at least twice a year as a committee.	Ongoing	Ongoing
Resources:	CCISD Office of Public Information CCEF Coordinator CCEF Webmaster (committee member)		

Clear Creek Education Foundation Plan of Work



Officer/Chairman Name: Gene Hollier

Position: Board Development Year: 2010

Reproduce as needed for the appropriate number of goals.

Responsibilities/Duties:	To recruit and sustain effective members of the Clear Creek Education Foundation Board of Directors.		
Goals:	To ensure the Clear Creek Education Foundation has the maximum number of contributing board members each year.		
Specific Action Steps	Start Date	Completion Date	Budget
Develop and revise expectations for the board members.	January 2010	December 2010	
Implement and periodically revise the process for selecting and evaluating board members and officers.	January 2010	December 2010	
Develop and use a matrix that defines the desired skills, expertise and diversity of the board membership.	Ongoing	Ongoing	
Plan and conduct orientation of new board members.	November 2010	December 2010	
Monitor overall performance of board members relative to the Board Member Agreement.	January 2010	December 2010	
Recommend officers and directors for the board prior to the election of officers as outlined in Section 3.02 of the Clear Creek Education Foundation bylaws.	September 2010	November 2010	
Select honorees including Outstanding Alumni, George B. Carlisle, Valor and CCISD Superstars for the annual gala via a nomination process.	June 2010	November 2010	
Resources:	CCEF Board of Directors CCISD Superintendent CCEF Coordinator		

Clear Creek Education Foundation Plan of Work



Officer/Chairman Name: Patty Cooper

Position: Fundraising Year: 2010

Reproduce as needed for the appropriate number of goals.

Responsibilities/Duties:	To develop a plan for soliciting funds to meet the funding priorities, investment plans and the endowment goals established by the Clear Creek Education Foundation's Board of Directors.		
Goals:	To successfully increase the financial health of the Foundation through a variety of methods.		
Specific Action Steps	Start Date	Completion Date	Budget
Secure all sub-committee chairmen as it relates to fundraising. They include but are not limited to: <ol style="list-style-type: none"> 1. Gala Chairman; 2. Fashion Show Chairman; 3. Career Exploration Technology Labs; 4. Clear Horizons Early College High School; and 5. Funds solicitation from Businesses, Civic Groups, School District Vendors, Other Foundations, Alumni and School District Employees. 	January 2010	December 2010	
Develop specific plans and guidelines for donations, which include monetary, in-kind, planned giving, will and bequests.	Ongoing	Ongoing	
Develop and implement an annual campaign with different levels of giving.	January 2010	December 2010	
Work in cooperation with the Community Outreach committee to plan an annual campaign, as well as other annual fundraising activities.	January 2010	December 2010	
Maintain a list of current and potential donors.	January 2010	December 2010	
Ensure that donations are acknowledged within 48 hours.	January 2010	December 2010	
Provide a contribution report to the Board of Directors at each meeting and publish a complete list of all contributions via the Web site or any other Foundation publications.	January 2010	December 2010	
Work with the Community Outreach committee to recognize donors in various ways.	January 2010	December 2010	
Meet at least twice during the year as a committee.	Ongoing	Ongoing	
Resources:	CCEF Board of Directors CCEF Coordinator Past Chairmen of Gala & Fashion Show		