

Johns Hopkins Children's Center

Charter

of the

Corporate Advisory Board

November, 2014

Office of Development

750 E. Pratt Street, Suite 1700

Baltimore, MD 21202

410-361-6493

www.hopkinschildrens.org



JOHNS HOPKINS
CHILDREN'S CENTER

TABLE OF CONTENTS

Name	1
Mission.....	1
Purpose	1
Relationship of CAB to JHCC Development Team	1
Membership	1
Organizational Structure	2
Procedural Rules.....	2

Name

The Committee will be called the Johns Hopkins Children’s Center (JHCC) Corporate Advisory Board (CAB) and will report directly to the JHCC Corporate Relations Team Lead.

Mission

The mission of the CAB is to increase corporate fundraising for the Johns Hopkins Children’s Center. Members of the CAB will offer their expertise, experience, and energy to assist the JHCC Development Team in garnering corporate funds and by using their personal networks to acquire new corporate partners.

Purpose

The CAB is created for the purpose of working with the JHCC Development Team and shall engage in a wide spectrum of activities that promote corporate focused fundraising for the JHCC. Members of the CAB will offer their expertise, experience, and energy to assist the JHCC staff in garnering corporate funds and by using their personal networks to acquire new corporate partners. The CAB will act as ambassadors in the Baltimore/DC region and beyond in furthering the mission of the JHCC. The specific purposes of the CAB are defined in the bylaws and will include the following responsibilities:

- a) Organize, promote, and execute fundraising in conjunction with corporate sponsors and events
- b) Expand JHCC support network
- c) Encourage volunteerism that supports JHCC fundraising
- d) Govern themselves independently
- e) Communicate regularly with the JHCC Corporate relations team their status and activities

Relationship of CAB to JHCC Development Team

The CAB is an independent, self-governing body that supports the overall objectives of the JHCC Development Team. The CAB will work closely with the JHCC to ensure understanding of philanthropic needs and goals, and support its mission through expanded fundraising and community awareness.

Membership

- A. **COMPOSITION:** The CAB shall consist of 10-25 members. Members will be interviewed, nominated, and approved by the existing CAB members and representation from the development team with a two-thirds majority vote. CAB members will constitute a cross-section of skills sets, value propositions, and corporate representation, with special emphasis on corporations with a geographic or industry link to the JHCC. CAB members must remain active and engaged with the CAB and at CAB meetings.

- B. **TERM:** A term of membership shall last for two years, after which time, terms may be renewed by the CAB and representation from the JHCC Development Team voting. Term extensions are approved by a unanimous vote by the Executive Committee prior to the end of the CAB member's term of service.

Organizational Structure

- A. **OFFICERS:** The CAB will have a Chair, Vice Chair, and Secretary each of which is elected for a one-year term and whose responsibilities are defined in the bylaws. Nominations and elections will be held during any scheduled CAB meeting.
- B. **ADDITIONAL COMMITTEES:** Committees may be developed to meet specific objectives, as defined in conjunction with the JHCC Development Team. Committees will have specific goals and will report their activity at each CAB meeting. Such Committees will be dissolved when no longer required.

Procedural Rules

- A. **BYLAWS:** The CAB, in conjunction with the JHCC Development Team and the broad direction of this Charter, will draft and adopt formal bylaws, which more specifically govern CAB operations. Bylaws require a two-thirds majority vote for adoption or change. The CAB will review the bylaws regularly and update as necessary.
- B. **MEETINGS:** The CAB will meet monthly. The Chair, Vice Chair, and Secretary will set the agenda and the schedule. The Secretary will coordinate meeting schedules with the JHCC Development Team.
- C. **MINUTES:** Minutes of each meeting will be kept by the Secretary. Electronic copies will be sent to the CAB and JHCC stakeholders within one week following a meeting, and will be formally approved at the next meeting.
- D. **RECOMMENDATIONS AND REPORTS:** Committee recommendations and reports will be submitted in writing to the CAB. Documents will include both proposed action and justification for such action. The CAB will respond/react to such recommendations and reports in writing.
- E. **REMOVAL:** A CAB member may be relieved of his or her Term of Service by a unanimous vote by the Executive Committee. While specific reasons for dismissal are defined in the CAB bylaws, members who are absent without reasonable cause from successive meetings or who do not contribute to or obtain at least \$10,000 in fundraising annually will be considered for a vote of removal.