



Foundation Committee Meeting Attendance Policy

Preamble:

This policy has been established to guide who may attend a Foundation Committee Meeting.

Permissible Individuals are:

1. A designated member of the Committee.
2. The Foundation Chair.
3. A Board of Director of the OJCF.
4. The President of the Foundation.
5. A professional staff member of the Foundation.
6. An invited guest who has received an invitation or notice to attend a Foundation Committee meeting.

An individual who does not meet the above criteria shall not be granted permission to attend Foundation Committee meetings as it is not appropriate for that individual to be privy to information not yet presented to the Board.

An invitation can only be extended to a non-board individual to attend a Foundation Committee meeting as follows:

1. The Foundation Chair must be consulted and must grant approval ahead of time.
2. The request must come from a Committee Chair, Board of Director or the President.
3. If a specific inquiry and/or correspondence is received by the Foundation from a non-board individual relating to a Foundation Committee, the inquiry and/or correspondence shall be handled in accordance with the Communication Policy between Non-Board Individuals and the Foundation Board.

Terms and Conditions for a non-board individual when attending a Foundation Committee meeting

1. If confidential or sensitive matters are scheduled to be discussed at the meeting or if confidential or sensitive matters arise during a meeting, the non-board individual present will be excused from the meeting during these discussions.
2. When possible, the non-board individual will be forewarned in advance if she/he will be excused from the meeting.
3. The non-board individual will be advised that matters discussed at the meeting are confidential and the information heard cannot be shared with anyone outside of the Foundation.
4. The non-board individual will not be privy to or receive a copy of the meeting minutes as the minutes are considered confidential records reserved for active committee members.

The policy above was approved by the Board at a scheduled Board meeting on May 25th, 2009.

Please note: the Executive Committee was eliminated beginning June 9, 2010 and reference to this committee in the above policy has been removed.