

GATEWAY COMBINED FEDERAL CAMPAIGN GOVERNANCE DOCUMENT – LOCAL FEDERAL COORDINATING COMMITTEE

The roles and responsibilities of the Local Federal Coordinating Committee (LFCC) are fully defined in CFR Part 950 --Combined Federal Campaign regulations. The following guidelines provide the basis for the Gateway LFCC's mission, responsibility, and organization.

Mission

The LFCC provides leadership for the Gateway Combined Federal Campaign to ensure effective management, fundraising, and accountability.

Responsibilities

Selection and supervision of the Principal Combined Fund Organization (PCFO)
Conduct appraisals of staff and campaign performance

Evaluation of Participant Applications

Overseeing the Campaign

Succession plan integration
Review and approve the fundraising and marketing initiatives
Consider regular status reports on the campaign

Financial Accountability

Budget formulation and approval
Review and approval of expenses
Financial review
Periodic campaign reports
Review of annual Audit
Selection of External Auditor

Ensure candidates for LFCC membership are recruited and properly trained.

Organization

Membership and Terms of Service

The LFCC shall be comprised of the following members from the geographic area served by the Gateway campaign:

Chair of Greater St. Louis Federal Executive Board
Chair of the previous year Gateway Campaign
Chair of Campaign Finance Committee
Immediate past LFCC chair
Representative from each branch of government (Executive, Legislative, Judicial)
A midlevel employee (grade range 7-11, pay bands 1-2, the appropriate military and postal grade)
A new employee with less than 3 years of service
An employee union representative
A federal retiree

Members must reflect a blend of skills and experiences to ensure that the LFCC functions effectively. Desired skills may include accounting, board membership, public relations, marketing, events management, law, grant making, and other appropriate skills as determined by the LFCC.

LFCC members shall be elected for two-year terms. LFCC members may be reelected. The position held by the Chair and Vice Chair will be a single year term. Terms shall be staggered so that not all members transition in a given year. In the case of vacancy, the Membership Recruitment and Retention Committee shall recommend a replacement appointment to fill the unexpired portion of the term.

LFCC members shall be automatically removed should she/he miss two consecutive meetings without notice to the Chairperson of the reason for such absence. At the Chairperson's discretion, absences may be excused.

Officers

Chair—this position will be filled by the Federal Executive Board chair
Vice chair—the Campaign chair from the previous year will fill this position
Treasurer—the Finance Committee chair will fill this position
Secretary elected from the membership

The LFCC may create other officer positions as required to accomplish the LFCC's mission. Should the Chairperson be unable to exercise the duties of this position during a term of office, the Vice Chairperson shall assume this role.

Conflict of Interest

LFCC members shall not serve in any official capacity on the board of directors of any organization that serves as Gateway's Principle Combined Fund Organization. Office of Government Ethics and Department of Justice opinions prohibit an officer or employee of the Executive Branch from participating as a government official in any particular matter in which an organization he or she is serving as an officer, director, trustee, general partner or employee has a financial interest. This includes service on a board of an outside non-profit agency.

LFCC members may serve on boards of non-profit agencies subject to consultation with the LFCC and if such Board membership is an acknowledgement of an individual's personal efforts, interests, or community ties. But even then, a federal employee must be recused on matters related to their federal employment, including the LFCC.

Each year, LFCC members shall be required to sign a "conflict of interest" statement.

Meetings and Committees

The LFCC shall meet quarterly. Proxies shall not be allowed and representatives shall not be allowed to attend meetings in lieu of LFCC members. A quorum for the conduct of business shall be fifty percent of the LFCC members. Roberts Rules of Order, most recently revised version, shall serve as the parliamentary authority for the conduct of business. The first LFCC meeting held after the beginning of the fiscal year shall be designated the Annual Meeting.

The minutes of LFCC meetings shall be made available to the public and provided to the Office of Personnel Management. The LFCC shall prepare and distribute a tentative calendar of meetings and events for the coming year at the Annual Meeting.

The LFCC shall establish those committees necessary for the conduct of business. The Chair shall appoint the chairs of all committees. Committee chairs and members need not be LFCC members. At a minimum, the LFCC shall have a:

PCFO Review Committee reviews PCFO applications and presents its recommendations to the LFCC.

Eligibility Committee reviews applications and recommends charities to the LFCC for inclusion in the annual Campaign.

Campaign Leadership manages the annual Campaign. The Campaign Chair oversees the development and implementation of the strategy, marketing, training, and volunteer recruitment. The Chair works directly with the PCFO staff during the campaign season. The Gateway Campaign has a succession plan that establishes the Leadership Team.

Finance Committee directs all financial activity including annual budget development, monitoring expenses, annual audit engagement, and interaction with the PCFO's financial staff.

Membership Recruitment and Retention Committee assists in the review and recommendation of new members. The Membership Recruitment and Retention Committee shall coordinate appropriate orientation for new LFCC members and shall conduct annual refresher training for all LFCC members.

Amendment and Revision of the Governing Document

This document may be revised by a two-thirds vote, at any duly called meeting, where quorum is present.

Adopted—January 8, 2004