

Getting Started ... Sample Project Sequence for Board Committees

Adapted from Foley Consulting, Inc./Advancement Services/AOC/OCS

| | <i>Executive Committee</i> | <i>Institutional Advancement</i> | | | <i>Fiscal Management and Physical Resources</i> | | |
|-------------------------|-------------------------------------|----------------------------------|--|------------------------------------|---|--|---|
| <i>Project Sequence</i> | | <i>Communication</i> | <i>Marketing and Enrollment Management</i> | | <i>Development</i> | <i>Fiscal Management (Finance)</i> | <i>Physical Resources (Plant, Facilities and Equipment)</i> |
| 1 | <i>Mission Effectiveness</i> | Communication Audit | Image Survey and Audit | Identify parents of young children | Research alumni | Assist is budget development and oversight | Assist in Building and Fire Safety Review; and help plan for needed remediation |
| 2 | <i>Member Development</i> | Press Releases | Design Image based on Mission | Send letters of welcome | Cultivate alumni | Assist in setting strategic directions for financial planning | Assist in creation of a 3 year maintenance calendar |
| 3 | <i>Policy and Planning</i> | Newsletter | Take Image design and create | Invite to special events | Communicate with alumni | Provide for statement of financial position and activities | Assist in creating a Capital Plan for School Facilities |
| 4 | | Media Relations | Signage | Plan periodic open houses | Annual Giving | Provide analysis and commentary on the financial condition of school | Help to monitor the school's facilities compliance with AOC/OCS agreements |
| 5 | | Featured stories | | Parent-to-parent program | Donor recognition | | |