

COLORADO FUNDERS
FOR INCLUSIVENESS AND EQUITY

**COFIE Steering Committee
Description and Expectations**

COFIE has two purposes:

- First, the group serves as a resource to local funders as they challenge their thinking and consider implementing changes within their own organizations regarding inclusiveness and equity. The group provides ideas, information, and **educational opportunities** to interested parties.
- Second, the group serves as a **support network** for members as they educate themselves about inclusiveness, equity, diversity, and anti-oppression practices. The group offers a safe and trusting learning environment for all where ideas can be shared and discussed openly.

COFIE 2022 Structure

In order to be member-centric, provide fresh perspectives and opportunities for leadership to members, and increase capacity, COFIE is led by a Steering Committee, made up of active COFIE members who volunteer their time to lead the group in a decentralized and strong way. COFIE sessions are facilitated by an equity-focused consultant who works closely with the Steering Committee to select relevant and compelling session topics.

COFIE meets two times per quarter and it is important to have a consistent feedback loop with our membership. The Steering Committee will follow the group's energy to provide both educational opportunities and a strong support network in ways that are most useful to members, grounded in deep understandings and ongoing learnings around issues of equity in philanthropy and community.

Please consider the summarizing tasks below to be a starting point for expectations of the Steering Committee. We expect this list to grow and shift as informed by the Steering Committee and COFIE membership throughout the year.

Time Commitment

- Attend at least 75% of COFIE meetings (2 hours, 2x/quarter)
- Attend or call into steering committee meetings (1 - 2 hours per quarter)
- Plan agendas, speakers, facilitation as needed for COFIE meetings (1 hour per month)
- Lead orientation sessions (30 mins, 2x per year)
- Plan year-end survey and co-lead annual planning meeting (2 - 4 hours, end of year)

- Total average time commitment: 5 hours/month (does not include annual work)
- Serve a two-year term

All Leadership Team Duties

- Create intentional connections and build relationships with fellow COFIE members
- Serve as COFIE ambassadors and contribute to building sector-wide relationships
- Be an active leader in evolving strategy and cultivating leadership
- Attend all outlined commitments
- Lead or co-lead planning, agenda creation, or facilitation for 1 - 8 meetings per year
- Participate in set-up and tear down for in-person meetings

Logistics and Administrative Manager

- Lead Steering Committee Meetings which includes:
 - Updating the agenda and taking notes during meetings
 - Following up with committee members on to-dos and assignments as needed
 - Coordinating with committee members to schedule meetings
- Secure meeting space and coordinate food and snacks for in-person meetings
- Arrive early to lead set-up and stay after to lead tear down for in-person meetings
- Track meeting attendance
- Work with facilitator and provide any needed support for content

Sponsorship and Finance Manager

- Track financials as compared to budget quarterly
- Manage invoices and coordinate payments with fiscal sponsor
- Manage fundraising/development
- Annual reports to funders
- Update and implement evaluation measures

Member Communications and Marketing

- Update the website which includes refreshed content and updates to the meeting calendar, member section, and resource section
- Create newsletters in MailChimp, send out to members and track performance
- Manage the COFIE Gmail inbox and respond to individual member emails and website inquiries
- Update and manage the following: membership roster, MailChimp, listserv and calendar meeting invites
- Send email reminders with meeting logistics (parking, time, topic, etc) in advance of meeting