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## Friends of Petaluma Campus Trust Charter

The Santa Rosa Junior College Foundation Friends of Petaluma Campus Trust shall be represented by a committee, of no more than twenty-four (24) members, composed of the following representatives:

- ☞ Chair (SRJC Foundation Board Member or Community Member)
- ☞ Vice Chair (SRJC Foundation Board Member or Community Member)
- ☞ Vice President, Petaluma Campus (by position)
- ☞ Foundation Representative (by position)
- ☞ Faculty Representative (2 year) – elected by Petaluma Faculty Forum
- ☞ Community/Business members (18 maximum)
- ☞ SRJC Board of Trustees Representative (by position)

The Chair and Vice Chair of the Friends of Petaluma Campus Trust shall represent the Trust to the SRJC Foundation Board of Directors. All members shall be regular members and, with the exception of the Chair and Vice Chair, shall be elected by a two-thirds (2/3) vote of the committee upon nomination. The first term of membership shall be three (3) years, then annually each year thereafter. At each annual retreat, members serving annually will be asked to confirm whether they will or will not serve for an additional year. A quorum of a majority of membership will be necessary when voting on issues.

Both Chair and Vice Chair shall serve a two (2) year term as officers.

*Expectations/Responsibilities:*

- a) Personally support and encourage support from others in the fundraising efforts on behalf of the SRJC Foundation and Petaluma Campus.
- b) Participate in the planning and execution of a resource development plan via prospecting, cultivation, solicitations and stewardship of donors and community partners.
- c) Participate in community events sponsored by the Friends Trust via planning, execution and attendance.
- d) Review needs for Petaluma Campus programs and services, and ensure the expenditure of annual investment returns are consistent with the policies of the SRJC Foundation and the mission statement of the Friends of Petaluma Campus Trust.
- e) Promote community awareness of the Petaluma Campus' programs and services.
- f) Attend all scheduled meetings of the Friends of Petaluma Campus Trust.

Revised September 15, 2016  
Approved May 19, 2011  
Revised August 5, 2013  
Approved August 22, 2013