

# LEE MEMORIAL HEALTH SYSTEM BOARD OF DIRECTORS POLICY MANUAL

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Category: General Operations  
Title: Lee Memorial Health System Foundation

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**PURPOSE:** To provide operational policies & procedures for the Lee Memorial Health System Foundation

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## **POLICY:**

The Lee Memorial Health System Foundation is organized to raise and receive philanthropic funds on behalf of the Lee Memorial Health System, its entities and its programs. The Foundation's Board of Directors is legally responsible for the management and operation of the Foundation, as well as for the functions related to fund raising. The Foundation will operate in the following manner:

Employees: Employees of the Foundation will be employees of Lee Memorial Health System and receive full benefits afforded to System employees.

Reporting Relationships of Employees: The Executive Director of the Foundation will report directly to the Foundation Board through the Foundation Chairman. The individual's annual performance appraisal will be conducted by the Foundation's Personnel Committee, which shall include the System President as a member. All Foundation employees will report to the Executive Director of the Foundation. The Executive Director of the Foundation will also work directly with the President through regularly scheduled meetings to maintain a strong partnership between the Foundation and the Health System.

Gift Acceptance Policies: The Foundation will be responsible for overseeing all gift acceptance policies for current and planned gifts.

Banking Relationships/Investment Guidelines: The Foundation has the authority to establish its own banking relationships and investment guidelines separate from those of the Health System.

Funding of Hospital Projects: The Foundation will raise money only for Health System approved projects. The Executive Director will work with the Health System's CEO and the Health System's Board to identify these funding opportunities. These will then be presented to the Foundation Board for funding approval. Donor restricted gifts will be allocated and disbursed in accordance with donor wishes.

Assignment of Philanthropic Funds: Except for the Auxiliaries, all philanthropic funds for the Health System, its entities and programs will hereby be assigned to the Foundation, which will be responsible for proper accounting and acknowledgement. The Foundation shall serve as the sole and exclusive agent for the Health System's fund raising.

Reporting of the Foundation to the Health System's Board of Directors: The Foundation will report no less than bi-annually (typically May & November) to the Lee Memorial Health System Board of Directors to maintain open communication and to assist in building a strong partnership for the future.