



AAAAI Foundation Governance Structure

The AAAAI Foundation is incorporated as a 501c3 and a 509a3 – a Type 1 Supporting Organization of AAAAI.

Based on that designation and the AAAAI Foundation bylaws, the AAAAI Foundation is governed by the AAAAI Board of Directors acting in their designated role as the AAAAI Foundation Board of Directors. The Board of Director's role is to govern with sound, ethical, legal governance, financial management policies, as well as share the Foundation's mission with their network, communicating and ultimately advancing the Foundation's programming, fundraising and outcomes.

The Board of Directors has appointed **The Foundation Council** as a committee of the AAAAI Foundation, reporting directly to the AAAAI Foundation Board of Directors.

The Foundation Council provides administrative, operational and fundraising support to the AAAAI Foundation through the management annual giving campaigns, lectureship and major gift solicitation, and special events for the purpose of

- a. improving patients' lives through support of research and training that advances the prevention, treatment and cure of allergies, asthma and other immunologic diseases; and
- b. fostering and providing financial support for professional career development in the field of allergy, asthma and immunology to increase the number and quality of persons involved in said field and improve access to treatment and cure of allergies, asthma and other immunologic diseases.

Membership:

- Participation in the Council requires approval of the AAAAI Foundation Board of Directors.
- The Executive Vice President shall serve on the Council in an ex-officio role.
- The Council shall have at least six (6) members.
- Members of the AAAAI Foundation Executive Committee (President Elect, Secretary-Treasurer and Past President) shall serve as Council members.
- All members will be members of AAAAI in good standing and eligible to serve on AAAAI committees.

Nomination and Member Terms:

- Council Chair and Subcommittee Chairs will serve as a Council membership Selection Committee, led by AAAAI Past-President to annually review member terms and positions to determine the slate of candidates. Nominations will consider interest, contributions to AAAAI Foundation, skills, geographic diversity and racial/ethnic diversity.
- Subcommittee chairs will review the committee roster annually and make nomination recommendations as needed to the membership selection committee. In addition, self-nominations will be requested from AAAAI membership.
- The slate of candidates will be presented to and approved by the AAAAI Foundation Board of Directors following approval from the full AAAAI Foundation Council.
- All subcommittee chairs and vice-chairs shall serve a three (3) year term commencing at the AAAAI Annual Meeting.

- Each committee member may serve for up to seven (7) consecutive years as a member of the Council. Maximum years of service excludes leadership positions and Board representation.

All Member Responsibilities

- The Foundation Council members will consider the AAAAI Foundation a philanthropic priority to indicate support for the Foundation and its mission. Over their four-year term, Council members are asked to donate at least \$1,000 per year over their term which can include the purchase of Benefit and Run/Walk tickets and badge ribbons.
- Participate in scheduled (typically monthly) meetings, as well as support and be present at all AAAAI Foundation events at the Annual Meeting.

Chair Responsibilities:

- The Foundation Council Chair will be a Fellow of the AAAAI in good standing with a history of leadership roles and major contributions to the AAAAI Foundation.
- The AAAAI Foundation Council Chair will be appointed by the AAAAI Board of Directors after serving one three-year term as Foundation Council Vice-Chair
- The Council Chair will serve for a three-year term as Chair. This term may be longer if the council Vice-Chair is not able to follow in the role due to unforeseen circumstances (e.g., personal, or due to election to the executive committee).
 - Provide leadership and guidance.
 - Presides at Council meetings, serves as the primary point of contact for staff and represents the Council at Board of Directors meetings. Coordinate all council meetings with the director and staff on a regular basis when needed.
 - Attending and presenting council status to the AAAAI BOD when requested. This is usually two to three times yearly.
 - Review activities of the various sub committees of the council (lectureships/major gifts, capital campaign, annual giving, research/long range planning, faculty development awards, and special events).
 - Work with the Council Vice-Chair when necessary and ensure a smooth transition of the Vice-Chair to the Chair of the Council.
 - Perform other duties requested by the AAAAI BOD and AAAAI Foundation Board to help ensure Council actions represent the organization's mission and strategic directives and that the council is responsive to the input of membership/donors of the AAAAI.

Vice Chair Responsibilities:

- The Foundation Council Vice Chair will be a Fellow of the AAAAI in good standing with a history of leadership roles and major contributions to the AAAAI Foundation.
- The AAAAI Foundation Council Vice-Chair will be appointed by the AAAAI Board of Directors and will have served as a chair of one of the committees of the council prior to Vice-Chair position.
- The Council Chair will serve a three-year term as vice chair. This term will be followed by a three-year appointment as chair of the AAAAI Foundation Council.
 - The Council Vice-Chair will assist the Chair of the Foundation Council, director, and staff as needed or requested.
 - Fulfills Chair responsibilities when current Chair is unavailable or absent.
 - The Vice-Chair may be called upon for presentations to the AAAAI BOD or membership as needed.

Annual Giving Chair Responsibilities:

- Provide guidance for current fundraising efforts (annual mailed appeals, industry sponsorship, website/social media, planned giving efforts, appeals through AAAAI publications, membership/meeting registration, badge ribbon program, etc.).
- Provide feedback to staff on consistency of fundraising message around our mission statement.
- Make recommendations on our entries to GuideStar, Charity Navigator and other fund development resources.
- Oversee the development of additional giving efforts as appropriate.

Lectureship and Major Gifts Chair Responsibilities:

- Raise funds for AAAAI Foundation Lectureships, to include increasing funds in existing Lectureships, and initiating new Lectureship campaigns.
- Identify and work with the chairs of specific lectureships to help them fundraise and successfully achieve the amount required to announce the lectureship in a timely fashion.
- With the support of Foundation staff, identify potential major donors and develop a strategy for pursuing donations.
- Lead efforts to solicit gifts from major donors. Requires soliciting funds from AAAAI members (legacy gifts), lay persons who have family members or personally have benefited from scientific advancements achieved by our specialty and pharmaceutical companies.

Research and Long-Range Planning Chair Responsibilities:

- Guide the efforts of the Foundation around grant giving consistent with our mission statement and encouraging diversity of research and outreach to underserved populations applicants.
- Support long-range planning activities.
- Oversee tracking and reporting of our grant success and impact through annual grant Outcome Study.

Faculty Development Awards Chair Responsibilities:

- Provide scientific grant expertise in Allergy and Immunology to the Council and the Grant Review Committee
- Evaluate and approve eligibility, progress reports and extensions on behalf of the Foundation.
- Act as a liaison between the Grant Review Committee to ensure peer-review identifies grants with sound research that adheres to the Foundation mission.
- Provide guidance to staff on marketing the availability of our grants.

Special Events Chair Responsibilities:

- Oversee the planning and implementation of fundraising special events (e.g., Annual Benefit, 5K Run/Walk, etc.) at the Annual Meeting.
- Connect with local AAAAI members and professional contacts for sponsorship of/participation in events (and lead other Council members to do the same).
- Provide guidance to staff on marketing and managing events.