

Charity Committee Guidelines - June 2010

Below are guidelines to be followed by the Charity Group:

General Responsibilities:

- Members may nominate charities to receive grants, providing name and contact information no later than **July 1st**
- Applications will be distributed via mail or email to the charity by **August 1st**
- Completed applications must be received by Charity Committee from the applicant via email or postmarked no later than **August 15**
- Charity Decision meetings will be held during **September and October**
- Decision must be presented to the full Board at their regular meeting on the first Wednesday of **November** for approval. An electronic vote is acceptable in the absence of a regular meeting
- The President and/or Committee Chair will present the decision to the General Membership for approval at the **November** meeting
- Money will be distributed during **December**

General Guidelines:

- Funding is determined by the board at the annual budget meeting
- Choice of charities and allocation of monies are determined by the committee and will be based on data collected on the application form.

Committee Rotation/Voting Guidelines:

- The committee Chairman will generally serve 2 years and can be considered for consecutive terms if they desire and board approves
- The current President and/or Past President, President Elect, and Treasurer may serve on the decision team
- Three at large members will be chosen to serve on the committee and will rotate yearly. Members who have nominated a charity will not be chosen.
- Members who have nominated a charity will be allowed to speak briefly and/or ask or answer questions at the decision meeting if they wish
- Committee members who serve on the board of a charity under review shall not have voting rights for that charity in order to avoid a potential conflict of interest

CHARITY COMMITTEE CALENDAR (*January 2010*)

<i>January</i>	
February	
March	
April	
May	
June	<ul style="list-style-type: none"> • Email alerts to Members to submit candidates • Make announcement at Regular Meeting for candidates • Cut-off date July 1st
July	<ul style="list-style-type: none"> • Send Application to 09 Recipients • Send Application to new nominees • All Applications must be sent via regular or email by August 15
August	<ul style="list-style-type: none"> • Receive Applications through mail or electronic mail through Aug 15 • Choose At Large Team Members • Distribute Applications to Committee
September	<ul style="list-style-type: none"> • Conduct Initial Review Meeting 2nd or 3rd week of September • Invite Applicants to present to Committee Members in October
October	<ul style="list-style-type: none"> • Conduct Applicant Interviews • Conclude reviews • Conduct Decision Meeting
November	<ul style="list-style-type: none"> • Present proposal to Board the first Wednesday • Present Proposal to Membership the second Wednesday for vote
December	<ul style="list-style-type: none"> • Mail acceptance letters and check • Mail rejection letters