

BOARD APPROVED

ACTION ON *Sept 27 2014*

VERIFIED *Bessie A. Atkins*

**TAHOE DONNER ASSOCIATION
GIVING FUND OPERATING AND GRANT COMMITTEE
CHARTER**

PURPOSE

Pursuant to the powers vested in the Board of Directors ("Board") by the Articles of Incorporation, the Bylaws, and the Covenants and Restrictions of TAHOE DONNER ASSOCIATION ("Association"), the Board hereby establishes the Tahoe Donner Association Giving Fund Operating and Grant Committee ("Committee") as a standing committee of the Association:

The purpose of the Committee shall be to assist the Board in the administration of the Tahoe Donner Giving Fund. Committee duties and activities are discussed below.

AUTHORITY

The Committee is established under the provisions of:

- Section 1, ARTICLE X, Restated Bylaws of Tahoe Donner Association
- Resolution 2008-2, Committee Policy, Tahoe Donner Association Board of Directors, December 20, 2008
- ARTICLE VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association

The Committee shall have no authority to act on behalf of the Association, other than to formulate and present recommendations to the Board related to its stated purpose. The scope of the activities of the Committee is entirely at the discretion of the Board. The committee shall not engage in any activities that have not been requested by the Board either specifically or via the annual agenda of the Committee, which will be set by the Board at each year's January regular Board meeting.

MEMBERSHIP AND CHAIRPERSON

The Committee shall consist of up to seven (7) regular, voting members. There may also be up to five (5) alternate, non-voting members. Alternate members are encouraged to attend all meetings and participate in Committee decisions, but may only vote if an insufficient number of regular members are present to constitute a quorum.

Any member of the Association who is in good standing, who has a positive interest in contributing to the welfare of the Association, who is prepared to invest the necessary time, and who does not present a conflict of interest, is eligible to apply for appointment as a member of the Committee. Members who possess experience in such areas as non-profit administration, finance, accounting, investment, insurance, real estate, business planning and general management will be given preference in appointment to the Committee. Directors and their immediate family members are ineligible for appointment. Co-owners of a property and immediate family members shall be

ineligible to serve simultaneously on the Committee. The Board shall make all appointments to the Committee.

There shall be at least one non-voting Board Liaison to the Committee. Liaisons shall be Board Members chosen by the Board to attend Committee meetings and whose primary function shall be to facilitate communications between the Board and the Committee. Additionally, the Director of Marketing shall server as ex officio, non-voting member.

In support of the Committee's purpose for the Board, the General Manager, the Director of Marketing and/or other staff members (as appropriate) will attend all or part of Committee meetings when requested. Staff attendance shall be at the discretion of the Committee and the Committee shall always be respectful of the limited time and other responsibilities of staff.

Other than when the Board finds an exception, regular and alternate members shall be appointed for a finite term of two years (subject to reappointment). Said terms shall be staggered where practicable in order to promote continuity within the Committee.

All prospective new committee members wishing to be appointed, and current Committee members desiring reappointment, shall submit to the Executive Assistant a written request stating their interest in serving on the Committee; all such requests shall be forwarded to the Board. Initial applications shall include a brief resume of the applicant's talents or experience which is relevant to the contribution that the applicant can bring to the Committee; a brief resume is not required for reappointment applications.

The Committee shall elect, from among its membership, the Committee's Chairperson, who will serve for a period of one year. If no other Committee member is then willing to assume the duties of the Chairperson, the incumbent Chairperson may be reappointed by the Board.

The provisions of the Association's Committee Policy, as set forth in Resolution 2008-2 or subsequent Board action, shall apply to the Committee.

COMMITTEE ADMINISTRATION

Scope of Activities and Responsibilities:

1. The scope of activities is contained in the AUTHORITY paragraph above; however, the Committee may recommend to the Board that the Committee address additional issues provided that no significant Committee action shall occur without Board approval. Such recommendations shall be made through the Board Liaison.
2. There are 2 general categories of activities -
 - a) Administration of the Tahoe Donner Giving Fund in conjunction with the Tahoe Truckee Community Foundation
 - b) Special projects related to fund raising events and marketing for TDGF

3. With respect to Administration of the TDGF, the Committee will usually be involved in the following:
 - a) Preparation of an Annual Fund Raising Plan and Budget for Board approval. The Plan should detail all fund raising activities for the coming year, expectations of funds to be raised, expected volunteers needed to execute the plan, any resources of the Association required, source of reimbursement for Association costs and other operating expenses expected for the year. The Plan may be revised throughout the year as situations demand.
 - b) Preparation of an Annual Marketing and Communication Plan to support the Fund Raising Plan.
 - c) Interaction with the Tahoe Truckee Community Foundation as needed to ensure all of their administrative, fund raising and grant making policies are adhered to by the TDGF.
 - d) Conduct Grant Cycles supported by the Tahoe Truckee Community Foundation. Determine the specific grant philosophy for each cycle. Recommend grants to be made to the Association Board for approval.
 - e) Report periodic analyses of the financial status of the TDGF, including an Annual Report of Fund Raising and Grants to detail the results of the annual cycle for funds raised, expenses incurred and grants made compared to budget as well as investment results on funds at the Tahoe Truckee Community Foundation and their associated fees.
 - f) Recommendations to the Board regarding enhancements to the TDGF process.
4. Special Projects are anticipated for fund raising events within the Association. These will be defined in the Fund Raising Plan described above and approved by the Board prior to execution.
 - a) It is expected that the Tahoe Donner Giving Fund will utilize one or more fund raising events in an annual cycle.
 - b) The goal of such events would be to raise money for the Fund and also provide for opportunities for the Association members to engage socially.
 - c) In support of such events, the Committee shall appoint an Event Chair and solicit such volunteers as needed to execute the event.
 - d) Events will be managed by the Committee and to the extent they involve Association staff or resources, the Association shall be reimbursed for such costs.
5. The scope of the Committee activities shall *not* include the following:
 - a) Direct or indirect involvement in the daily operations of Tahoe Donner Association.
 - b) Interactions with management or staff except when arranged through the General Manager or the Director of Marketing.
 - c) Interference in the traditional relationship between the Board and the General Manager.

Communications:

Effective communication and teamwork shall be facilitated in the following manner:

1. The Committee and the Board shall agree upon an Annual Agenda of issues to be addressed by the Committee. This agenda may be changed as circumstances require at the discretion of the Board and after consultation with the Committee.
2. A concise written report of each Committee meeting shall be given to the Board in advance of each Board meeting. Such reports shall be first circulated to Committee members and other meeting participants for comments and/or approval.
3. The Board Liaison, or in his or her absence the presiding Board member, shall promptly give written instructions to the Committee Chair notifying the Committee of formal Board decisions or instructions regarding Committee activities. Board members shall not otherwise provide instructions to individual Committee members. In addition to providing official Board decisions and directives, the Board Liaison shall facilitate communications by helping the Committee interpret Board policy and goals
4. The Committee shall provide written reports and recommendations on specific issues to the Board after consideration and approval by the Committee. Committee members shall not otherwise make reports or recommendations to the Board or to individual Board members.
5. Coordination with other Association committees is encouraged when deemed necessary or appropriate to accomplish the Committee's purpose.

Meetings:

Committee meetings shall be at the discretion of the Committee Chairperson, unless otherwise directed by the Board. Meetings shall be held according to a schedule needed for the annual cycle of the Fund. Meetings are open to all property owners and will be noticed on the Northwoods Clubhouse bulletin board; notice is required by ARTICLE VIII, Restated Bylaws of Tahoe Donner Association. Committee members are expected to attend scheduled meetings on a regular basis. Summaries of the discussions, along with a record of actions and recommendations made, shall be maintained and provided to the Board. Decisions of the Committee shall be reached by the majority vote of members present and constituting a quorum.

Attendance at Board meetings is not required, but is strongly encouraged. In general, Members are expected to stay abreast of significant issues at Tahoe Donner using all reasonable means available.

Quorum Requirements:

A quorum of at least three (3) members (regular or, if insufficient regular members are present, alternate) shall be required to conduct business.

Reporting Requirements:

1. The Chairperson, or a duly appointed representative, shall report periodically to the Board, General Manager or Staff Liaison on the actions of the Committee. Reports may be written, oral, or a combination thereof.
2. November: The Committee Chairperson submits to the Executive Assistant a compilation of all requests received for either initial appointment or reappointment, along with the Committee's recommendation with regard to such requests. The Board reviews the requests and recommendations in November and will take action in December.
3. December: At the regularly scheduled December Board meeting, the Committee shall submit to the Board an agenda of issues the Committee sees as its focus for the upcoming year. This agenda is to be reasonable in scope so as to realize the effectiveness of the Committee and assure completion.
4. January: The Committee shall establish its meeting calendar and elect a Chairperson for the upcoming year. The Committee Chairperson will submit a report to the Executive Assistant indicating the Committee's meeting calendar and elected chairperson. At its regularly scheduled Board meeting in January, the Board shall approve, disapprove, or modify the Committee's agenda for that year. The Committee's agenda may be changed as circumstances require at the discretion of the Board and after consultation with the Committee.
5. Vacancies: The Committee Chairperson shall advise the Executive Assistant of any membership changes that either have occurred or are anticipated. The Executive Assistant shall communicate the current or pending vacancies to the Communications Department, which shall publish notices of the vacancies in all Association media.

Committee Support:

The Committee Chairperson will direct requests for statistical data or any other type of support needed for the work of the Committee to the Staff Liaison assigned by the General Manager. The 'Work of the Committee' is defined as those tasks under paragraph 3 under Scope of Activities and Responsibilities. As mentioned earlier, staff support for Special Projects (i.e., events, marketing materials, mailings, etc.) will be subject to reimbursement to the Association for costs involved.

AMENDMENTS TO AND TERM OF CHARTER

This Committee shall remain in existence until dismissed by the Board. This Committee Charter shall remain in effect as presented herein until such time as it is amended or revoked by the Board.