



## **Tahoe Donner Giving Fund**

### **Revision of September 27, 2014 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 Committee [AKA Tahoe Donner Giving Fund (TDGF)] as the philanthropic arm of the Tahoe Donner Association in the form of distinct standing committee of the Association:

The purpose of the Committee is to raise funds to support the awarding of grants to local non-profits and award scholarships to local high school graduates. Committee duties and activities are discussed below.

#### **AUTHORITY**

The Committee is established under the provisions of:

- Section I, 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 act on behalf of the Association, by formulating and presenting recommendations to the Board related to its stated purpose of raising and awarding funds for local non-profits and scholarships to high school graduates within the Tahoe-Truckee Unified School district. The scope of the activities of the Committee is at the discretion of the Board. The committee shall not engage in any activities that have not been authorized by the Board either specifically or via the annual agenda of the Committee, which is confirmed by the Board at each year's January regular Board meeting.

#### **TAHOE TRUCKEE COMMUNITY FOUNDATION**

The Giving Fund is an affiliate fund at the Tahoe Truckee Community Foundation (TTCF). As such TTCF handles the funds contributed. For this service we pay an administrative fee, which on balance is offset by the returns on the investment of these contributions. TTCF is the conduit for all aspects of awarding grants and scholarships. TTCF holds the 501(c)(3); as such it files all appropriate IRS documents.

## MEMBERSHIP

1. The Committee consists of up to twelve (12) members. The work of this Committee is dependent on relationships made with Tahoe Donner members (fundraising, donor reception), relationships within the association (Board, General Manager, Marketing, and amenities), and within the greater Truckee community (sponsorships, auction item donations, publicity); therefore, consistency of membership is essential. In order to complete the above stated purpose in an effective manner, the committee is composed of members who make a minimum 3-year commitment to its work. Member terms are staggered within the three-years to facilitate sustainability of Committee functions and projects. The Committee also engages in succession planning by having veteran members mentor newer members in the various roles and duties within the Committee. The above assures stability for the work of the Committee.
2. Any member of the Association who is in good standing, who has a positive interest in philanthropy within the greater Truckee community, 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 have strong organizational skills and/or possess experience in such areas as fundraising, finance, planning, education and non-profit work are given preference in appointment to the Committee. Directors and their immediate family members are not eligible for appointment. Co-owners of a property and immediate family members may not serve simultaneously on the Committee. The Board approves appointments to the Committee. In the case of non-performance of duties, the Committee may conduct a vote and recommend the removal of a member.
3. In support of the Committee's purpose, the Board, the General Manager, the Director of Marketing and/or other staff members where appropriate may attend all or part of Committee meetings as requested by the Committee. Staff attendance is at the discretion of the Committee and the Committee is to be respectful of the limited time and other responsibilities of staff.
4. Prospective new Committee members attend a Committee meeting, including an informal mutual interview with the Committee, and submit an application as per standard Tahoe Donner policy, which the Chair takes to the Board for approval.
5. The Committee Chairperson advises the Executive Assistant of any membership changes that either have occurred or are anticipated.
6. Continuing Committee members desiring reappointment after a three-year term submit a written request stating their interest in continuing their service. The Chair takes these requests to the Board for approval.
7. Annually, in November, the Chair submits an updated schedule showing the place of each Committee member within her/his tenure on the Committee.

## BOARD LIAISON AND COMMITTEE CHAIR

1. There shall be **at least** one non-voting Board Liaison to the Committee. This liaison shall be a Board Member chosen by the Board to attend Committee meetings and whose primary function is to facilitate communications between the Board and the Committee.
2. The Committee elects, from among its membership, a Chairperson, who will serve for a period of three years. The new-Chair's tenure is reset at this point. The Committee identifies a Chair-elect who then shadows and supports the work of the Chair, again for the sake of continuity and stability for the work of the Committee. If no other Committee member is willing to assume the duties of the Chairperson, the Board may reappoint the incumbent Chairperson. **In the case of non-performance of duties, the Committee may conduct a vote of no confidence and elect a new chair.**
3. The Chair acts as the Treasurer of the Committee. The Treasurer interacts with the Tahoe Donner accounting office to maintain adequate funds for the operation of the Fund, and with TTCF to establish and maintain adequate funding for making awards.
4. The Chair may enlist the aid of a representative from the Finance committee to assist with fiscal matters.
5. The provisions of the Association's Committee Policy, as set forth in Resolution 2008-2 or subsequent Board action, apply to the Committee.

## ACTIVITIES AND RESPONSIBILITIES

The scope of activities of the Giving Fund Committee is contained in the AUTHORITY paragraph above; however, the Committee may recommend to the Board that the Committee address additional issues relative to the general purpose of the Committee. Such recommendations are made through the Board Liaison.

1. In November the Committee establishes an agenda for the following year, complete with dates of and Lead for events, as well as members roles and duties. This is submitted to the Board for its regular December meeting.
2. Fundraising Activities
  - a) The Committee prepares an Annual Fund Raising Plan. The Plan will detail fundraising activities for the coming year, expectations of funds to be raised, expected members needed to execute the plan, resources of the Association required, and other operating expenses expected for the year. The Plan may be revised throughout the year as situations warrant.
  - b) The Committee prepares an Annual Marketing and Communication Plan to support the Fund Raising Plan. It is expected that the Tahoe Donner Giving Fund will utilize one or more fund raising events in an annual cycle. The goal of such events is to raise money for the Fund and also provide for opportunities for Association members to engage socially.
  - c) In support of such events, the Committee appoints an Event Chair and solicits other members as needed to execute the event(s).

d) The Committee interacts with TTCF as needed to ensure all of their administrative, fund raising and grant-making policies are adhered to by the TDGF.

3. Awards

The announcement and application process as well as the evaluation and selection process for all awards take place in conjunction with and under the auspices of the Tahoe Truckee Community Foundation (TTCF).

a) Grants to Local Non-Profits. The Committee self-selects a minimum of two members to be the grant-making sub-committee; one of the members will have participated on this sub-committee the preceding year. These members evaluate all grant submissions after the close of the TTCF grant application period. They prioritize the applications suitable for funding by Giving Fund. These members meet with the full TTCF Grant Committee to make decision on funding for the applicants.

The sub-committee prepares the list of grants for the Chair to bring to the Board for approval.

4. Scholarships

b) Traditional and IMPACT Scholarships. The Committee self-selects a minimum of two members to be the scholarship sub-committee; one of the members will have participated on this sub-committee the preceding year. These members evaluate all submissions for TDGF scholarships after the close of TTCF's scholarship application period. They prioritize the applications suitable for funding by Giving Fund. A third member who has had previous experience on the scholarship sub-committee reviews those applicants selected by the current year's sub-committee, especially with respect to the IMPACT scholarships. The two-member sub-committee members meet with the full TTCF Scholarship Committee to make decisions on funding for the applicants.

The sub-committee prepares the list of awardees for the Chair to bring to the Board for approval.

5. The scope of the Committee activities shall not include:

- 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.

## COMMUNICATIONS

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

- 1. The Committee presents to the Board an agenda of events the Committee sees as its focus for the upcoming year. This agenda may be changed as circumstances warrant and with consultation with the Board Liaison.
- 2. The Committee provides the Board Liaison with an Agenda prior to each meeting.
- 3. The Committee provides Minutes of each meeting for the Board book.
- 4. Board initiated proposals related to the Giving Fund are made in consultation with the Committee prior to such decisions being brought before the full Board.

5. The Committee provides written reports and recommendations on specific issues to the Board after consideration and approval by the Committee. Committee members do not otherwise make reports or recommendations to the Board or to individual Board members.
6. Coordination with other Association committees is encouraged when deemed necessary or appropriate to accomplish the Committee's purpose.

### **MEETINGS**

1. The Giving Fund Committee meets monthly on a pre-arranged and published schedule. The schedule will be noticed by the Association as required by ARTICLE VIII, Restated Bylaws of Tahoe Donner Association.
2. Committee members are expected to attend scheduled meetings on a regular basis.
3. Decisions of the Committee are reached by a majority vote of the members present constituting a quorum.
4. Attendance at Board meetings is encouraged but not required. In general Members are expected to stay abreast of significant issues at Tahoe Donner using all reasonable means available.

### **REPORTING**

The Committee provides the Board, General Manager, and/or Board Liaison with periodic written and/or oral reports as to:

1. Analyses of the financial status of the TDGF.
5. Funds raised and distributed.
6. Investment results on funds at TTCF along with the fees associated with funds on deposit at TTCF.
7. November. The Committee submits to the Executive Assistant an updated list of the tenure status of Committee members along with any new requests. [The Board reviews in November and takes action in December.]
8. December. The Committee submits to the Board for its regularly scheduled December meeting an agenda of events the Committee sees as its focus for the upcoming year.
9. The Committee submits to the Executive Assistance its meeting calendar and elects/confirms a Chairperson for the upcoming year. This calendar and Chair nomination/confirmation go before the Board at its regularly scheduled January meeting.

### **AMMENDMENTS 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.