

Tahoe Donner Association Giving Fund Committee Charter

I. INTRODUCTION

Authority

Pursuant to the powers vested in the Board of Directors (“Board”) by the Articles of Incorporation, the Bylaws and the Covenants and Restrictions of the Tahoe Donner Association (“Association”), the Board hereby establishes the Giving Fund Committee (“GFC”) as a standing committee of the Association.

The GFC is established and operates under the provisions of:

- Section 1, Article X, Restated Bylaws of Tahoe Donner Association
- Resolution 2021-5, Committee Policy, Tahoe Donner Association Board of Directors, July 23, 2021
- Article VIII, Board Meetings, Restated Bylaws of Tahoe Donner Association

This GFC Charter shall remain in effect as presented herein until such time as it is amended or revoked by the Board. Any changes, amendments or modifications hereafter may only be accomplished at a properly noticed meeting of the Tahoe Donner Association Board of Directors. The GFC shall remain in existence until dismissed by the Board.

The GFC 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 purposes.

II. MISSION & PURPOSE

A. GIVING FUND MISSION

The Giving Fund (GF) is a nonprofit program designed to make charitable contributions to benefit the greater Truckee/North Tahoe area. The GF’s mission is to inspire generosity and charitable giving among Tahoe Donner members in order to support deserving programs and youth in the greater Truckee community.

B. GIVING FUND COMMITTEE PURPOSE

In keeping with the GF’s mission, the purpose of the GFC is to administer the GF by:

- Serving as a platform for the Tahoe Donner Association and its members to be better integrated into and involved with the Truckee community.
- Raising Tahoe Donner members' awareness of the needs that exist within the greater Truckee community.
- Raising funds to meet these needs.
- Ensuring the collected funds are awarded as scholarships to students from the Tahoe Truckee Unified School District and as grants to designated local nonprofits.

The GFC traditionally recommends support in the following areas:

- Arts and culture
- Education and youth development
- Environment, conservation, and animal welfare
- Health and human services

III. GUIDING PRINCIPLES

The principles that guide the administration of the GF by the GFC are:

Generosity: Promote the spirit of giving while providing a means for Tahoe Donner members to combine their donations under a single umbrella and mission to make a bigger contribution to target help where needed.

Integrity. Act honestly and with integrity in accordance with both current laws governing nonprofits, as well as Tahoe Donner and Tahoe Truckee Community Foundation policies.

Partnership. Act as a trusted, vital partner to all entities, and work both inside and outside the committee in a collaborative fashion based on mutual respect and support.

Stewardship. Strive to be good stewards of all the donations entrusted to it by funding grants and scholarships in such a way to promote the values and practices of diversity, equity, and inclusion, as well as the values of the GF's individual scholarship donors.

Community: Build a stronger and more caring community by connecting Tahoe Donner members with the greater Truckee community through donations that help support local nonprofit organizations and student scholarships.

IV. TAHOE TRUCKEE COMMUNITY FOUNDATION

The GF is an affiliate fund at the Tahoe Truckee Community Foundation (TTCF). As such, TTCF holds and administers the funds contributed. For this service the GF pays an administrative fee, which on balance, is mostly 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 legal and tax documents.

V. COMMITTEE ADMINISTRATION

A. Resolution 2021-5 Committee Policy

Except as exempted and specified below, the committee shall operate according to policies established in Resolution 2021-5, Committee Policy.

B. Committee Size

The GFC shall consist of no more than 12 voting members.

C. Appointment Qualifications

Prospective GFC members should have a passionate interest in philanthropy in the Truckee community. Prospects who have strong organizational skills and/or possess experience in such areas as non-profit management, fundraising, finance, data analysis, planning, education, and communications are given preference in appointment to the Committee.

Prior to appointment, prospective GFC members must also complete the following qualification prerequisites:

- Initiate Potential onboarding by notifying the Chair of their interest in applying.
- Introduce themselves to the GFC at a noticed meeting.
- Attend at least two GFC meetings.
- Read the relevant governing documents, planning documents, recent GFC meeting minutes and the GFC Charter.

The GFC shall encourage prospective GFC members to attend and participate in GFC meetings.

D. Officers

The Officers of the committee shall include one Chair and at least one Vice-Chair.

E. Additional Officer Duties

In addition to those duties detailed in Resolution 2021-5, Committee Policy, the GFC officers shall fulfill the following additional duties.

1. Chair

- Serve as liaison to the TTCF, and, when appropriate, delegate such liaison duties to other GFC members for specific tasks
- Provide direction for media content about the GFC, and assign content development to the appropriate committee members
- Oversee donor development, retention and enrichment

2. Vice-Chair

- Shadow and assist the Chair with the intention and expectation to stand for election as Chair the following January
- Oversee the GF website
- Develop and update the Committee Supplemental Application Form required by Resolution 2021-5, Committee Policy.
- Prepare committee personnel reports, as described in Resolution 2021-5, Committee Policy, for the committee's review and approval. This preparation may include interviews with prospective Committee members.
- Assist Chair in appropriate orientation for new Committee members

F. Confidentiality

Committee members are held to strict donor and donation confidentiality. As such, they are required to sign a TDA non-disclosure agreement annually. Committee members may also be required to sign TTCF's confidentiality agreement, depending on their particular GFC work and responsibilities.

G. Video Recording

In addition to the video recording policy detailed in Resolution 2021-5, those portions of a GFC meeting not specifically noticed and agendaized as requiring confidentiality may be subject to video recording.

H. Meeting Schedule

The GFC shall ordinarily meet monthly. Unless otherwise directed by the Board, special committee meetings shall be scheduled at the discretion of the Chair.

I. Other Meetings

Attendance at Board meetings, or viewing of Board meeting recordings, is not required, but is strongly encouraged.

J. Additional Reporting

In addition to the reporting duties detailed in Resolution 2021-5, Committee Policy, the GFC shall periodically report analyses of the financial status of the GFC, including fundraising and awards. These reports shall detail the results of the annual cycle for funds raised, expenses incurred and awards made, as well as investment results on funds at the TTCF and their associated fees.

K. Internal Policies

Any internal committee policies adopted by the committee shall comply with the Association's governing documents and policies, any relevant laws, and all applicable TTFC policies. The committee shall confer with the board liaison and general manager to determine if any such policies require board notification and/or ratification.

VI. COMMITTEE APPOINTMENT CLASS FORMATION

At the first meeting following the approval of this GFC charter, the committee shall divide themselves into three equal classes (A, B, and C). The seats of Class A shall be vacated at the expiration of the first full calendar year, Class B at the expiration of the second, and Class C at the expiration of the third. The resulting partial terms completed by Classes A and B shall not be counted toward any limitation on consecutive full terms. For Board notification, the Chair will provide staff with a written report naming the members of each class and the expiration of their terms.