



## THE FAWCO FOUNDATION ADMINISTRATIVE GUIDELINES

### ADDRESS

1. The permanent address is:  
The FAWCO Foundation  
Stinson Morrison Hecker LLP  
Attn: William Koenigsdorf ([wkoenigsdorf@stinson.com](mailto:wkoenigsdorf@stinson.com))  
1201 Walnut Street, Suite 2900  
Kansas City, Missouri 64106  
+1 816-842-8600  
Fax: +1 888 339 6492
2. All communication with lawyers must be cleared in advance with the President.  
(98AIM)

### LEGAL REQUIREMENTS (Articles of Incorporation, Article II)

1. Activities of the Corporation (The Foundation) are limited to charitable, scientific and educational purposes and for the purpose of prevention of cruelty to children.
2. No members of The Foundation will receive any benefits other than reimbursement of expenses as described in the Bylaws, Article XI, and Sec. I C.
3. No current member or member's child is eligible for an award. For a definition of members, see Bylaws, Art. III, Sec. 1.
4. No funds may be used for propaganda, attempting to influence legislation or campaigning for candidates for public office in any country.
5. To maintain The Foundation's status as a not-for-profit corporation, The Foundation must receive more than one-third of its support from the general public. (Official Correspondence, Letter from the lawyer, July 1988.) "General public" is assumed to mean "outside The Foundation".
6. The Foundation should not be used as a conduit to pass money on from a third party. Example: airline tickets should go directly to the recipient from the airline (correspondence from Foundation lawyer, July 1988).
7. Adequate records and case histories must be maintained to show the names and addresses of the recipients of aid, the amounts distributed to each, the purpose for which the aid was granted, the manner in which the recipients were selected and the relationship, if any, between the recipient and a trustee, a grantor or a substantial contributor in order that any or all distributions made to individuals can be substantiated upon request made by the IRS. (Official Correspondence, Letter from the lawyer, October 1967.)

### FISCAL YEAR

The FAWCO Foundation's fiscal year is from January 1<sup>st</sup> through December 31<sup>st</sup> of the calendar year.

### AMENDMENTS (Bylaws, Article XIV)

Proposed changes and/or revisions to the Bylaws or Administrative Guidelines should be presented to all members of the Corporation in writing a minimum of two weeks before the actual voting takes place. In the case of six voting Directors, a Quorum is defined as four, in person or by proxy.

**BOARD OF DIRECTORS** (Established in Bylaws, Article IV)

The Foundation Board of Directors governs the Corporation and has full charge of all its activities. Detailed responsibilities and duties of the Directors are outlined under “Job Descriptions” in this document.

**CONFLICT OF INTEREST POLICY**

The “Conflict of Interest” policy is located in the “Policies” section of the FAWCO Foundation AGs. The officers should review this policy at the beginning of their terms. They will be required to sign a document that they have read and that they understand the policy each year that they serve on the board.

The policy will also be distributed to the Education Awards Administrator, the EA committee, the Corporate Sponsor Coordinator and any volunteers assisting The FAWCO Foundation on the recommendation of the Treasurer or President. These volunteers will be bound by the policy while they are assisting The Foundation.

**REPORTING FRAUDULENT OR DISHONEST CONDUCT POLICY**

Maintaining high standards of conduct and ethics is vital to The FAWCO Foundation. The “Reporting Fraudulent or Dishonest Conduct Policy” is located in the “Policies” section of the FAWCO Foundations AGs. All Foundation Board members, administrators and coordinators are encouraged to report fraudulent or dishonest conduct (i.e., to act as a “whistleblower”) pursuant to the procedures set forth in this policy. They will be required to sign a document that they have read and that they understand the policy each year that they serve on the board.

**DOCUMENT RETENTION POLICY**

The FAWCO Foundation takes seriously its obligations to preserve information relating to litigation, audits, investigations and its history. The Documents Retention Policy is located in the “Policies” section of The FAWCO Foundation AGs.

This policy provides for the systematic review, retention and destruction of documents received or created by The FAWCO Foundation in connection with the transaction of its business. This policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. All Foundation Board members, board appointees and volunteers should read this policy and follow the timetable and guidelines. They will be required to sign a document that they have read and that they understand the policy each year that they serve on the board.

**PROGRAM SPONSORSHIPS POLICY**

The FAWCO Foundation’s sole purpose is to put into action FAWCO’s stated interest in the global community by aiding charitable, scientific and educational programs and supporting the rights of women and children throughout the world. The success of our programs relies on a fundraising program that is heavily dependent on donations from FAWCO Member clubs and individuals. The FAWCO Foundation’s Sponsorship Policy outlines how The Foundation will acknowledge its generous donors. Member Clubs and individual donors are encouraged to read this policy to understand their options when making a donation. All Board members and the Donor Development Coordinator will be required to sign a document that they have read and that they understand the policy each year that they serve on the board.

# **The FAWCO Foundation Conflict of Interest Policy**

## **Part I: Purpose**

The purpose of the conflict of interest policy is to protect FAWCO Foundation ("Organization") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to non-profit and charitable organizations. The FAWCO Foundation is an all-volunteer organization. No officer or member of a committee receives salary or any compensation for his or her work with the organization.

## **Part II: Definitions**

### **1. Interested Person**

Any officer, or member of a committee with board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
- b. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

### **3. Other Considerations**

- a. No member of the board or member of their family may be considered for any FAWCO Foundation Education Awards while they are serving on the FAWCO Foundation Board.
- b. The Education Awards administrator, members of her committee and members of their families may not be considered for any FAWCO Foundation Education Awards while they serve on the committee.

## **Part III: Procedures**

### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with board of directors-delegated powers considering the proposed transaction or arrangement.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board of directors meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists

### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the board of directors, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The board president shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board of directors shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not achievable, the board of Directors shall determine by a majority vote of the disinterested directors, whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### **4. Violations of the Conflicts of Interest Policy**

- a. If the board of directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board of directors determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Part IV: Records of Proceedings**

The minutes of the board of directors and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board of directors or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Part V: Annual Statements**

Each officer and member of a committee with board of directors-delegated powers shall annually sign a statement that affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **Part VI: Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, include whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Use of Outside Experts** as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of directors of its responsibility for ensuring periodic reviews are conducted.

## **The FAWCO Foundation Reporting Fraudulent and Dishonest Conduct Policy**

### **Part I: Purpose**

Maintaining high standards of conduct and ethics is vital to The FAWCO Foundation. All Foundation Board members, administrators and coordinators are encouraged to report fraudulent or dishonest conduct (i.e., to act as a “whistle-blower”) pursuant to the procedures set forth in the next section.

### **Part II: Procedure**

A. Reasonable concern about fraudulent or dishonest use or misuse of Foundation resources or property should be reported directly to the president or Foundation Counselor Liaison and should contain enough information to substantiate the concern and allow an appropriate investigation to begin. Reports may be submitted anonymously.

B. Appropriate action will be taken in response to reports. All reports received will be acted upon in confidence when possible given legal requirements and the need to gather facts, conduct an effective investigation, and take necessary corrective action.

C. Reasonable care will be taken in dealing with suspected misconduct to avoid baseless allegations premature notice to persons suspected of misconduct, disclosure of suspected misconduct to persons not involved with the investigation and violations of a person’s rights under the law.

### **Part III: Whistle-blower Protection**

The FAWCO Foundation will use its best efforts to protect whistle-blowers against retaliation. Whistle-blower complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by circumstances and the law. Whistle-blowers who believe that they have been retaliated against for reporting an activity, which that person believes to be fraudulent or dishonest, may file a written complaint about such retaliation with the FAWCO Foundation President or Foundation Counselor Liaison.

Any complaint of retaliation will be promptly investigated, and where allegations are substantiated corrective action will be taken. This protection from retaliation is not intended to prohibit Board Members from taking disciplinary action against individuals who report baseless allegations.

## **The FAWCO Foundation Document Retention and Destruction Policy**

### **Part I: Purpose**

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding. This policy provides for the systematic review, retention and destruction of documents received or created by The FAWCO Foundation (TFF) in connection with the transaction of TFF's business.

This policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the TFF's operations by promoting efficiency and freeing up valuable storage space.

The FAWCO Foundation takes seriously its obligations to preserve information relating to litigation, audits, investigations and TFF history.

### **Part II: Documentation Retention and Destruction Guidelines**

The Document Retention and Destruction Policy identifies the record retention responsibilities of members of the board of directors and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's board of directors, volunteers, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Documents indicated under the terms for retention in the following section will be transferred to and maintained by The FAWCO Foundation Secretary within 30 days of receipt. If the document to be retained must be kept in hard copy it shall be delivered to the Secretary at the next AIM.
- b. All financial records shall be retained by The FAWCO Foundation Treasurer.
- c. All electronic documents shall be stored in two locations – on a "cloud-based" database and on a portable external hard-drive.
- d. All paper documents, when possible will be converted to electronic documents.
- e. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types in the below schedule will be maintained for the appropriate amount of time.
- f. If a user has sufficient reason to keep an email message, the message should be saved as a document and moved to an archive computer file folder.
- g. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.
- h. From time to time, the President may issue a notice, known as a "legal hold," suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President;
- i. All other paper documents will be destroyed after three years;
- j. All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year.

### Part III: Document Retention Schedule

The information listed in the retention schedule below is intended as a guideline and may include documents not currently maintained by TFF and may not contain all the records TFF may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President.

Document Type	Retention Period	Bd. Member Resp.	Cloud	External Hard Drive	TFF Website	Paper
<b>Accounting and Finance</b>						
Accounts Payable	7 years	Treasurer	✓	✓		
Accounts Receivable	7 years	Treasurer	✓	✓		
Annual Financial Statements and Audit Reports	Permanent – PDF format	Treasurer	✓	✓	✓	✓
Annual Budget	Permanent – PDF format	Treasurer/President	✓	✓		
Bank Statements, Reconciliations & Deposit Slips	7 years	Treasurer	✓	✓		✓
Credit Card Receipts	3 years	Treasurer		✓		✓
Expense Reports/Documents	7 years	Treasurer	✓	✓		
General Ledger	Permanent – Electronic and Hard Copy	Treasurer	✓	✓		✓
Investment Performance Reports	7 years	Treasurer	✓	✓		
Interim Financial Statements	7 years	Treasurer	✓	✓		

Document Type	Retention Period	Bd. Member Resp.	Cloud	External Hard Drive	TFF Website	Paper
<b>Tax</b>						
Tax exemption documents & correspondence	Permanent	Treasurer	✓	✓	✓	✓
IRS Exemption Application	Permanent	Treasurer	✓	✓	✓	✓
990 Forms & Schedules	Permanent	Treasurer	✓	✓	✓	
IRS Rulings Related to TFF	Permanent	Treasurer	✓	✓		✓
<b>Contributions/Gifts/Grants</b>						
Contribution Records	Permanent	Treasurer	✓	✓		
Documents Evidencing Terms of Gifts	Permanent	Treasurer	✓	✓		
Grant Records	Permanent	Treasurer	✓	✓		
<b>Corporate</b>						
Articles of Incorporation	Permanent	President	✓	✓	✓	✓
501(c)(3) Determination Letter	Permanent	President	✓	✓	✓	✓
Bylaws and Administrative Guidelines	Current, previous versions scanned and kept in archives	President	✓	✓	✓	
Minutes of Board and Committee Meetings	Permanent	Secretary	✓	✓		
Motions Record	Permanent	Secretary	✓	✓		
Other Corporate Filings	Permanent	President	✓	✓		
Licenses, Permits, Copyrights, Trademarks	Permanent	President	✓	✓		
Employer Identification Designation (EIN)	Permanent	Treasurer	✓	✓		
Foundation Annual Reports	Permanent	President	✓	✓	✓	



Document Type	Retention Period	Bd. Member Resp.	Cloud	External Hard Drive	TFF Website	Paper
<b>Management and Miscellaneous</b>						
Strategic Plans	7 years after expiration	President	✓	✓		
Disaster Recovery Plan	7 years after replacement	President	✓	✓		
Conflict of Interest Disclosures	7 years after date of signature	President	✓	✓		
Log-in Details and Passwords	Current	President	✓	✓		
<b>Board Details</b>						
Board Applications and Bios	One year after term ends	Nominating Chair	✓	✓		
Board Job Descriptions	Current on file	Secretary	✓	✓		
Board Lists	Permanent	Secretary	✓	✓		
<b>Correspondence &amp; Internal Memos – either electronic or hard copy</b>						
Relating to routine matters with no lasting significance	Two years after completion of term	All Board Members	✓	✓		
Relating to important matters or having lasting significance	Permanent – subject to review	All Board Members	✓	✓		
Correspondence with contractually binding intent	Permanent	All Board Members	✓	✓		
<b>Legal and Contracts</b>						
Contracts, related correspondence and other supporting documentation	10 years after termination	President	✓	✓		✓
Development Grant, Ed. Award, NEEED, Target and any other program Statements of Agreement	Permanent	VP Programs	✓	✓		✓
Legal Correspondence	Permanent	President	✓	✓		✓

Document Type	Retention Period	Bd. Member Resp.	Cloud	External Hard Drive	TFF Website	Paper
<b>Fundraising</b>						
Purchase Orders/Invoices	7 years	VP Fundraising	✓	✓		
List of "Friends of The Foundation" Donor List	Permanent	VP Fundraising/ Treasurer	✓	✓	✓	
Fundraising Analysis Reports	Permanent	VP Fundraising	✓	✓		
Foundation Night Records – Financial	7 years	VP Fundraising/ Treasurer	✓	✓		
Foundation Night Records – Non-financial	2 prior terms	VP Fundraising	✓	✓		
Foundation Night Records - Permits, Licenses	7 years	VP Fundraising President	✓	✓		
Target "Deep Dive" Report	Permanent	VP Fundraising	✓	✓		
<b>Programs</b>						
Yearly Development Grants and Education Awards Including Sponsors	Permanent	VP Programs	✓	✓		
EA Application Forms and Sample Letters	5 years (process by which applicant is selected is required by IRS)	VP Programs	✓	✓		
Sample Letters to Award recipients, and non-recipients	5 years	VP Programs	✓	✓		
DG & EA Applications for all Applicants	3 years	VP Programs	✓	✓		
DG & EA Application for Recipients	7 years	VP Programs	✓	✓		
DG & EA Recipients	Permanent	VP Programs	✓	✓		
DG Nomination Forms	Permanent	VP Programs	✓	✓		
DG Interim and Annual Reports	Permanent	VP Programs	✓	✓		

Document Type	Retention Period	Board Member Resp.	Cloud	External Hard Drive	TFF Website	Paper
EA Follow-up Reports	Permanent	VP Programs	✓	✓		
EA & DG Administrators' Annual Reports to The Federation	5 years	VP Programs	✓	✓		
NEEED Scholarship Donations	Permanent	VP Programs	✓	✓		
NEEED Scholarship Recipients	Permanent	VP Programs	✓	✓		
NEEED Scholarship Follow-up Reports	Permanent	VP Programs	✓	✓		
Target Program Medallions	Permanent	VP Communications	✓	✓		
Target Program Analysis	Permanent	VP Programs	✓	✓		
Foundation and Programs Pamphlets	Current	VP Programs	✓	✓	✓	
<b>Communications</b>						
Contact lists	Current on file	VP Communications	✓	✓		
News You Can Use	2 years	VP Communications	✓	✓	✓	

#### Part IV: Core Document Retention Concepts:

- A "document" includes all document and data types we work with (paper, e-mail, Office docs, codes, databases, systems, etc.).
- Retention is based on the content's business function and not the format.
- Legal obligations and/or long-term critical business needs drive retention times.
- The document retention policy applies globally, enterprise-wide.
- Generally, 80% of the documents and data you generate don't have legal obligations or business needs that require long-term retention.
- Keeping documents longer or shorter than established retention times actually hinders document retention compliance.

## **How To Be Compliant**

- Make informed and compliant decisions - read and understand the Document Retention Policy and Schedule
- Understand what documents you've got - categorize and map your documents to the retention schedule based on content and business use, making sure to review all categories.
- Let go of "just in case" retention - think about the purpose for keeping a document before you just keep it. Things to consider are:
  - Are we legally obligated to keep it?
  - Does it document a key business decision?
  - Is it a critical project document?
  - Is it a working document vs. a final version?
  - Is it a duplicate/convenience copy?

## **The FAWCO Foundation Program Sponsorship Policy**

### **Part I: Purpose**

The FAWCO Foundation encourages clubs and individuals to participate in the Foundation Sponsorship program. Each program provides options for full and part sponsorships. Sponsorships to any FAWCO Foundation program are not published nor counted in the donation total until the funds are deposited in the Foundations accounts.

### **Part II: Procedure**

#### **Development Grants**

The purpose of The FAWCO Foundation Development Grants is to fund projects that can make an immediate impact on and lead to success for the people that they support. The grant categories are aligned to the UN Millennium Goals. The FAWCO number of grants offered and the amount of the Grants may be changed upon the approval of the Foundation Board.

There are four Development Grant categories: Health, Education, The Environment, and Human Rights. There are currently two Development Grants offered in each category. All Development Grants are currently \$4,500 each.

#### Sponsorship Options:

A, "Headline" Development Grant donation fully funds the Grant. If an individual or club fully underwrites a Grant the name of the club appears as follows:

#### **The American Women's Club of Wherever (Grant name) Development Grant**

The donation should be made by the spring to be considered eligible as a sponsor for a Development Grant for the following year. The sponsorship is not finalized until The Foundation Treasurer receives the full donation.

If a donation is made to fully fund a grant and The Foundation Board later increases the amounts of the grants, The Foundation will supplement the donation to meet the grant amount. If another club wishes to be a sponsor in part, their name may be added to the Grant:

#### **The Full Funding Club (Grant name) sponsored in part by the Partially Funding Club**

A club or an individual may "sponsor in part" a Development Grant for a minimum of \$1,000 donation. The sponsor's name will appear on the Grant for the following year. If a donation is made to partially fund a Grant, the name of the club appears as follows:

#### **The (Grant name) sponsored in part by the American Women's Club of Wherever**

The donation should be made by the spring to be considered eligible as a sponsor for a Development Grant for the following year. The sponsorship is not finalized until The Foundation Treasurer receives the minimum \$1,000 donation. If a Grant is not fully funded, The FAWCO Foundation may offer other clubs making the minimum \$1,000 donation the option to co-sponsor the Grant. In this case, the name will appear as follows:

The (Grant name) Co-sponsored in part by the American Women's Club of Wherever and the American Women's Club of Another Place

Upon receipt of qualifying donations, The Foundation President contacts the club to determine with the club, which Grant they will sponsor. The FAWCO Foundation will make every attempt to align sponsorship with the club's desired choice of grant but this is not guaranteed.

## Education Awards

The importance of fostering peace through knowledge and the belief that education is essential to developing peace-loving attitudes in children are cornerstones of The FAWCO Foundation Education Awards Program. The FAWCO Foundation Education Awards Program offers annual awards to Club members and their children.

The number of awards and the amount of the Awards may be changed upon the approval of the Foundation Board.

### Sponsorship Options:

A "Headline" Award donation fully funds the award. Depending on the Award this amount can vary from \$3000-\$5000. If a donation is made to fully underwrite an Award, the name of the club appears as follows:

#### **The American Women's Club of Wherever (Subject field) Award**

The donation should be made by the spring to be considered eligible to sponsor an Award for the following year. The sponsorship is not finalized until The Foundation Treasurer receives the **full** donation.

If a donor wishes to fully fund an Award in a different or more specific field, a brief proposal must be submitted to the FAWCO Foundation VP of Programs. If she agrees, she will put the proposal before the FAWCO Foundation Board of Directors for a final approval.

In addition to the guidelines above:

- It is open only to children of FAUSA and FAWCO club members
- If a Member's Award it must be open to all FAUSA and FAWCO club members
- It must be fully funded by the sponsor
- The rules, regulations and administration regarding the Education Award is the sole responsibility of the FAWCO Foundation

A donor may "sponsor in part" an Award for a minimum of \$1,000 donation. The donation should be made by the spring to be considered eligible to sponsor an Award "in part" for the following year. The sponsorship is not finalized until The Foundation Treasurer receives the **minimum** \$1,000 donation. If a donor club partially funds an Award, the name of the club appears as follows:

#### **The (Subject field) Award sponsored in part by the American Women's Club of Wherever**

If an Award is not fully funded, The FAWCO Foundation may offer other clubs making the minimum \$1,000 donation the option to co-sponsor the award. In this case, the name will appear as follows:

The (Subject field) Award Co-sponsored in part by the American Women's Club of Wherever and the American Women's Club of Another Place.

## **The FAWCO Foundation Development Grants Program**

The FAWCO Foundation Development Grants Fund reflects the passions and interests of FAWCO Member organizations. The FAWCO Foundation annually offers between 6-8 grants and each grant is usually \$4,500.

The grants are funded through donations made by FAWCO Member organizations, their individual members and FAWCO Foundation fundraising activities. The number of grants awarded each year is based on the amount of annual donations. The Grant categories are announced in the fall and applications are available on the FAWCO Foundation website. Clubs in good standing and FAUSA may submit grant nominations (packages). The grant nomination package includes:

1. Cover letter to the Reps from the Administrator (also posted on Rep section on FAWCO website)
2. Nomination guidelines
3. Description of categories
4. Nomination forms

Before submitting a nomination package, the following should be noted:

1. The nominating club must be a FAWCO Member Club in good standing, its dues current and have been a member of FAWCO for at least one continuous calendar year at the application deadline.
2. A FAWCO Member Club or FAUSA may only submit two proposals per year.
3. A club or FAUSA may not propose a recipient project again for three years.
4. The nominating club or FAUSA must have supported the nominated project for at least one full calendar year prior to submitting the nomination. Support implies donation of goods, services or monetary by more than just one or two individuals.

The deadline for nominating a project for a DG is generally the middle of January.

A committee vets the submitted projects. The projects are placed on a ballot and all FAWCO Member organizations cast their ballots to determine the recipients. The ballots are generally available in February. Proposals are listed alphabetically without name of proposing Member Club or FAUSA. The ballot will include the full disclosure statement. Member Clubs select one proposal in each category. Member Clubs are encouraged to read the complete information and descriptions of all project proposals before voting.

The deadline for submitting a ballot is generally before but can be handed in at the FAWCO conference in March. In the event of a tie, The Foundation Board will vote to break the tie. The recipients are announced at the FAWCO Conference in March. Recipients are to sign a Statement of Agreement before the funds are released. Grants must be claimed by October 31 of the year they were awarded. Unclaimed grants will go to the runner-up project. This should be noted on the nomination form.

Clubs of grant recipients are responsible for collecting two progress reports from the projects and submitting them to the Development Grants Administrator.

## The FAWCO Foundation Education Awards Program

Created by and for FAWCO clubs, the Education Awards Program has been recognizing excellence in academic achievement since 1972. The Awards Program elevates the profile of the recipients who have attained the highest standards through their hard work. FAWCO hopes to promote international understanding and good will by giving annual awards for study, in the US or abroad, at high school, undergraduate or graduate levels.

There are Education Award categories for both FAWCO club and FAUSA members and their children (grandchildren are eligible for the Dual Cultural Award). They are open to all regardless of nationality (except for the Dual Cultural Award) and regardless of whether or not the affiliated Club has made a contribution to The Foundation's programs. The Awards categories are announced in the fall. At that time the applications are available on The Foundation's website: [www.fawcoundation.org](http://www.fawcoundation.org)

The awards are funded through donations made by FAWCO Member organizations, their individual members and FAWCO Foundation fundraising activities. The number of Awards given each year is based on the amount of annual donations. A sampling of awards offered annually may include:

- ✚ ARTS AWARD
- ✚ SCIENCES AWARD
- ✚ HUMANITIES AWARD
- ✚ WOMEN IN TECHNOLOGY AWARD
- ✚ DUAL CULTURAL AWARD
- ✚ MEMBER'S AWARD FOR UNIVERSITY DEGREE STUDY PROGRAMS
- ✚ FAUSA SKILLS ENHANCEMENT MEMBER'S AWARD

In order to be eligible to apply for an Education Award:

1. Applicants (or applicants' parent or grandparent) must be a member of FAWCO Member Club, a FAUSA member or an individual FAWCO member for at least one continuous calendar year at the application deadline.
2. The Club must be a FAWCO Member Club in good standing, its dues are current and that the Club has been a member of FAWCO for one continuous calendar year at the application deadline.
3. If the member has transferred from one FAWCO Club to another Club or to FAUSA with an interruption of not longer than three months, the applicant will be considered as having met this requirement.

A Pre-Selection Committee reviews the applications and the finalists are submitted to the Final Selection Committee who chooses the recipients.

The recipients are announced at the annual FAWCO Conference. A "Statement of Agreement" must be signed by the recipient (or mother of the recipient) and the student must be registered for school before the funds are sent.

The recipients are required to complete two progress reports and submit them to the Education Awards Administrator.



## The FAWCO Foundation NEEED Scholarship Program

In 2008, at FAWCO Member Clubs' request, The FAWCO Foundation started searching for an opportunity to team with a needs-based scholarship program. Through The Friends of Burkina Faso, The Foundation learned about the NEEED (*Nimbus, Enfance, Environnement, Education et Developpement*) program providing scholarships for post-secondary education studies for girls in Burkina Faso in the fields of primary school teacher training, nursing, midwifery and university studies.

Since 2010, The FAWCO Foundation has financed the complete education for young women to become teachers, midwives, nurses or to acquire university degrees in business, law, engineering or other professions that will directly benefit their village upon completion. Many of these young women leave their villages to live near their schools. These fields of study require a multi-year commitment from the students. After they receive their degrees they will return to their villages to help nurture and improve the lives of a population in dire need.

Each year donations are made to The FAWCO Foundation for this program. Donations come from individual club members and FAWCO member clubs as well as outside donors and trusts. **The FAWCO Foundation NEEED Scholarship** covers the cost of tuition and school fees, books, supplies and living expenses for the entire period of their studies. The Foundation works with its partner "The Friends of Burkina Faso" to ascertain what the scholarships will cost for the following entry year. Typically, the Foundation supports three different scholarships:

- **Two-year Primary School Teacher degree**
- **Three-year Nursing or Auxiliary Midwife Training**
- **Three-year University Degree**

The Foundation uses 100% of the money that was donated specifically for the NEEED Program in the previous year to fund the scholarships. Once the costs of the scholarships are confirmed, The FAWCO Foundation Board Treasurer informs the Foundation Board of how much money has been donated to fund the scholarships. The Board then decides how many scholarships are to be offered. It has the option of "topping up" the total if the donations fall slightly short of fully funding a scholarship. This work is usually done in the late spring or summer so that the scholarships are available for the start of school in the fall.

After The Foundation Board approves the number of scholarships for the year, The NEEED Program Administrator contacts The Friends of Burkina Faso and the Treasurer issues a check to them. The Friends of Burkina Faso select the recipients and disburse the funds per The Foundation's instructions to the new students.

The FAWCO Foundation receives periodic updates on the students and their progress is reported on The FAWCO Foundation website. At the conclusion of their studies, The Foundation receives from The Friends of Burkina Faso the final reports and information about their career plans.

## The Target Program

This is a three-year program to educate, raise awareness, and fundraise for a global issue that supports FAWCO's goal "To improve the lives of women and girls worldwide, especially in the areas of human rights, health, education and environment." The purpose of the Target Program is to unite the power of the 64 FAWCO Member Clubs to make a significant and sustainable impact on critical issues that support the UN Millennium Development Goals.

This program was initiated in 2009. The FAWCO Foundation is a full partner in the Target Program and serves as the fundraising body for the Target Project.

The Program consists of two phases. In the first year, FAWCO raises awareness and educates their members about the issue's challenges and needs. The FAWCO President appoints a Target Program Chair who is responsible for the awareness raising campaign, the selection of the Target Project and is chief liaison to the clubs about the program. FAWCO Representatives in each of the Member Clubs speak at meetings or hold special events to inform their membership about the issue.

The second phase, The Target Project, gives FAWCO members the opportunity to financially support a project that meets the Target goal. **FAWCO organizations, or individual members, may submit a proposal for The Target Project.** After a rigorous and thorough review process to select three semi-finalists, the final project is selected by a vote from all Member Clubs.

The Foundation VP Fundraising appoints a Target Fundraising Coordinator (TFC) at the beginning of each Target campaign who serves for the duration of the campaign. The FAWCO and FAWCO Foundation Board set the goal for the fundraising campaign.

The FAWCO Foundation's main objective is to support the clubs' fundraising campaigns. The TFC, with the approval of The FAWCO Foundation Board, creates and coordinates the FAWCO-wide fundraising campaign and calendar. The TFC presents a workshop at the kick-off of the campaign that occurs at the conference when the project is announced. The TFC can organize Target fundraising activities during FAWCO Conferences or Regional meetings.

Information about the campaign activities is disseminated by the TFC via the Foundation's website, the News You Can Use, monthly Target newsletters published by the Target Chair, and the FAWCO monthly News in Brief.

All donations for the Target Project are sent to The FAWCO Foundation and the Foundation sends them directly to the project. The FAWCO Foundation reports to the FAWCO Board and Member Clubs on the progress of the fundraising throughout the campaign via their website as well as at the annual conference.

## **Board Of Directors' Responsibilities**

### **Administrative Responsibilities**

Familiarizes herself with the following documents which can be accessed online:

From the Foundation's website: [www.fawcofoundation.org](http://www.fawcofoundation.org)

- a. The Foundation's Articles of Incorporation
- b. The Foundation's Bylaws
- c. The Foundation's Administrative Guidelines
- d. A History of The Foundation 40<sup>th</sup> Anniversary Edition
- e. The FAWCO Foundation Board Meeting Minutes and Motion Roster
- f. The FAWCO Foundation Pamphlets

From the Federation's website: [www.fawco.org](http://www.fawco.org)

- a. The FAWCO Federation Bylaws
- b. The FAWCO Federation Administrative Guidelines
- c. FAWCO 75<sup>th</sup> Anniversary History Book /CD

1. Reads thoroughly the "**Conflict of Interest Policy**", signs the required document and forwards it to the Secretary.
2. Reads and understands the "Reporting Fraudulent or Dishonest Conduct Policy", signs the Statement of Acknowledgement and forwards to the Secretary.
3. Reads and understands the "Document Retention Policy", signs the Statement of Acknowledgement and forwards to the Secretary.
4. Sends passwords for any accounts (banking, online accounts etc.) to the President. All user names for online accounts should be the officer's Foundation alias.
5. Maintains and transfers all files and correspondence as per the Document Retention Policy.
6. Notifies Secretary of change of personal data (or contact details).

### **Financial Responsibilities**

1. Provides in writing to the Treasurer with any budget requirements or concerns prior to October 1<sup>st</sup>.
2. Requests advance approval from the President, in consultation with the Treasurer, for anticipated expenses exceeding the budgeted amounts.
3. Submits all receipts for expenses along with an expense form to the Treasurer for reimbursements within 30 days expenditures. A separate form should be submitted for "reimbursable expenses" and expenses that are "donations in kind".
4. Reviews her specific areas of responsibility in the Treasurer's monthly financial reports.

### **Communications**

1. Submits for presidential approval all official written communications/documents intended for persons outside The FAWCO Foundation.
2. Provides the President with a copy of all official correspondence (e.g. letters from The Foundation's lawyers, the IRS, etc.), for review and approval. Provides a copy to the Secretary for storage on The Foundation's external hard-drive and cloud-based data storage system.
3. Reviews all webpages under her direct responsibility each quarter and submits any changes to VP Communications.
4. Submits all direct communication with FAWCO Reps and clubs to the Foundation President for approval before publication.

## **Meetings**

Regular and Online Board meetings must meet the same standards. Meetings are conducted using Robert's Rules of Order. A quorum must be present, motions sponsored and seconded, votes recorded within the minutes.

### *Each Director:*

1. Attends all Annual General Meetings, Annual Interim Meetings and other duly scheduled board meetings. Online Board meetings may be held by SKYPE connection or other format.
2. Appoints a proxy before each meeting using the form provided by the Secretary to ensure a quorum. The proxy designee must be a Foundation Board Director. A Board Director votes the same for a proxy as for herself unless she has written instructions to vote differently or to abstain.
3. Shares her discussion points on the agenda provided online by the Secretary no later than five (5) days prior to the meeting. If there is any additional information that the Director wishes to distribute to the Board she should email it to the Board at the same time.
4. Prepares for the meetings by studying previous minutes and the draft agenda.
5. Presents her report covering her discussion points from the agenda. If necessary, the President may allow time for other urgent items
6. Presents a written annual report at the AGM that includes:
  - a. Work accomplished during the year
  - b. Suggestions for the future
  - c. A record of expenses
  - d. Suggested changes to the Administrative Guidelines
7. Presents a written report at the Annual Interim Meeting (AIM) that includes:
  - a. Work accomplished to date
  - b. Project proposals for the current year

## **Responsibilities To Transition Incoming Board of Directors**

The new Board takes office at the close of the FAWCO Conference in the election year.

Immediately after the election, the outgoing VP Communications will send an email to all members of the incoming Board of Directors that will provide a list of the key Foundation documents with links to their locations. Each outgoing Director:

1. Transfers all her files and correspondence as per the Document Retention Policy.
2. Contacts her successor to insure that she has reviewed The FAWCO Foundation Administrative Guidelines and has been able to access all of the files pertaining to her area of responsibility.
3. Sends her successor any additional documents, correspondence specific to her position.
4. Assists in familiarizing her successor with these documents.
5. Reviews the Job Description as outlined in the Administrative Guidelines as well as the descriptions for the positions that report to her.
6. Reviews any work that is in transition and when it will be completed.

## **President**

The President is the chief executive officer of The Foundation. She must be a citizen of the United States of America. She is elected by the FAWCO Board of Representatives for a two-year term. The President's responsibilities include but are not limited to:

### **Meetings**

1. Presides at all meetings of The Foundation in accordance with the most current edition of Robert's Rules of Order.
2. Approves the topics for the final agenda and sends to the Secretary for distribution to the Board prior to the meeting and for inclusion in the meeting minutes.
3. Initiates the meeting call if the meeting is to be held via Skype or other conference systems.
4. Calls special meetings as needed.

### **Communications and Reporting**

1. Maintains contact with the Federation President and other Federation officers and FAUSA.
2. Presents two reports to the Federation.
  - a. Writes an Annual Report that summarizes The Foundation's activities during the past year, including a list of club and individual donors, information about awards and grants recipients, NEEED Scholarship winners and The Foundation's activity in support of the Target Program as well as complete and reviewed financial reports by January 15 for inclusion in FAWCO'S Annual Report.
  - b. Prepares a report updating The Foundation's activity to the Federation and presents it to the Board of Representatives on the closing day of the conference.
3. Presents progress reports to The FAWCO Foundation Board of Directors, one at the AIM and one at the AGM.
4. Prepares the "Friends of The Foundation" list for the Foundation's Annual Report.
5. Approves all documents (e.g. Constant Contact, website) intended for persons outside The FAWCO Foundation, before distribution.
6. Coordinates and ensures information is disseminated and funds are solicited throughout the year via FAWCO publications.

### **Financial**

1. Signs signature cards with the Treasurer for all accounts.
2. Deposits and disburses funds when the Treasurer is unable to do so.
3. Approves procedure for accepting donations at the FAWCO conference with the Treasurer, VP Fundraising and the Federation Board.
4. Has final approval for all fundraising and donor development projects.
5. Secures donations and coordinates Club sponsorship of Foundation programs.
6. Reviews with Treasurer IRS Publication 557 ([www.irs.gov/publication/p557](http://www.irs.gov/publication/p557)), which describes the status and responsibility of charitable organizations.
7. Reviews annual 990 IRS report with Treasurer prior to submission.
8. Sends a letter of thanks for each donation, over \$250.00 whether monetary or gift.

### **Administration**

1. Maintains a file of all user IDs and passwords for all of The Foundation's online and banking accounts received from Foundation Board members.
2. Attends FAWCO Regional Meetings whenever possible.
3. Ensures that all Foundation activities adhere to deadlines.
4. Appoints non-voting members to assist The Foundation on the advice of Board Directors.
5. Appoints the Foundation Nominating Committee Chair at the AGM one year prior to the election upon approval by the Board of Directors. (Article XI)
6. Briefs the newly elected president of the Federation on The Foundation, and maintains close communication throughout the term of office.
7. Maintains President's permanent files as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy.
8. Serves as a non-voting appointed member of the FAWCO Board of Directors and attends their Board meetings whenever possible.
9. Adheres to the responsibilities outlined for all members of the Board of Directors as described in this document.

### **Nominations Committee Chair**

The Chair of the Nominating Committee is appointed by the President. She is in charge of forming a committee and together they are responsible for preparing a slate of Directors for election by the FAWCO Board of Representatives and Foundation Board of Directors according to The FAWCO Foundation Bylaws, Article XII. Her responsibilities are:

1. Appoints a committee with a minimum of five (5) members.
  - a. Nominating Committee members should represent a wide range of FAWCO clubs and may have served in any Foundation or Federation capacity.
  - b. The Chair may ask for volunteers through The Foundation's communications media and ask them to serve prior to the FAWCO Interim Conference.
  - c. She shall also ask for volunteers from the floor at a general session who may be asked to serve on the committee.
  - d. Appointments are approved by the President and the Board.
  - e. A Nominating Committee member and her children are not eligible for an award during her tenure.
2. Calls a meeting of the committee either in person or via Skype within 30 days of the end of the FAWCO Interim Conference.
  - a. Chair will explain the recruitment process, provide job descriptions, give guidelines for discussion of candidates, explain expectations of members, etc.
  - b. Committee members should begin work immediately following appointment so that Chair may send out letters of interest to possible candidates in early Fall.
  - c. A member of the Nominating Committee must vacate her place on the committee if she contemplates running for office.
  - d. The Chair is a voting member of the Committee.
  - e. Discretion and appropriate comportment is required and expected of all Committee members. A breach of discretion or inappropriate comportment may result in dismissal of a committee member by Chair.
3. Works with committee to draw up the slate.
  - a. The committee shall prepare a slate from its nominations and those from the FAWCO community. Candidates must meet the specific needs of the position and be comfortable working together.
  - b. The nominee for President shall be consulted about candidates for other Board positions, with nominee for President's input being a factor in preparing the slate.
  - c. The committee shall be aware of the eligibility requirements of candidates as they appear in the Bylaws, Article IV, Sec. 2, Term of Office. The committee should consult members in the Member Club of the person being considered.
  - d. Nominations may be solicited from The Foundation Board, FAUSA and the Federation.
  - e. The committee should be aware of the strict deadline for nominating candidates, e.g. at least one month before the conference. The committee must have ample time to consider them and make their decisions.
4. Outlines and monitors the selection process of the candidates.
  - a. Every prospective candidate must fill out a CV.
  - b. Job descriptions, Foundation Bylaws and Administrative Guidelines must be sent to candidates who express interest in running.
  - c. Each person on the final slate must give her written permission to appear on the ballot (email acceptable).
5. Presents the final slate of candidates, with a summary of their CVs, to the Board no later than the second day of the AGM held in the election year. It would be welcomed if the slate could be sent out to the Board before the AGM.
6. Announces the slate at a general session of the FAWCO Biennial Conference. Nominations from the floor are in order.
  - a. The candidates so nominated must fill out a CV and be approved by the Nominating Committee before being added to the slate.

7. The Nominating Committee Chair is responsible for two sets of election ballots.
  - a. One set is for the Board of Representatives of FAWCO, which votes for the officers of The Foundation.
  - b. The second set is for The Foundation Board, which votes for the remaining Directors of The Foundation Board.
8. The Nominating Committee Chair is responsible for holding the elections.
  - a. The elections take place at least 24 hours after the presentation of the slate.
  - b. The Foundation Board may schedule its election as it wishes, as long as the time interval is observed.
  - c. Two tellers and the Chair count the ballots. The Chair announces the results and advises the candidates of their election.
9. The Nominating Committee Chair presents a report at the close of the AGM, with copies for each Board Director, which includes: name and club of the committee members, list of persons who expressed interest in working for The Foundation, suggestions from the committee for future candidates, and procedures.
10. Maintains Nominating Committee files as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy for forwarding to the President. Discretion is required for any comments that appear in the files.

## **FAWCO Foundation Parliamentarian and Counselors' Liaison**

### **Parliamentarian**

The Parliamentarian is appointed by the President to serve as a non-voting member of the Board of Directors. Her responsibilities include but are not limited to:

1. Assists the President regarding the management of meetings using of *Robert's Rules of Order*, the most recent edition.
2. May submit suggestions of agenda items for meetings to the President
3. Prepares draft revisions of the Bylaws and Administrative Guidelines if so requested.
  - a. Requests for all Board Members to submit suggested revisions after the FAWCO Conference at the end of the first year of their term.
  - b. Consults with each Board member regarding revisions.
  - c. Submits to President for review.
  - d. All revisions must be approved by a vote of the Board.
4. Serves as advisor to The Foundation Board.
5. Maintains the Parliamentarian's permanent files as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy.

### **Counselors' Liaison**

The Counselors' Liaison is appointed by the President. Counselors are former Presidents of The FAWCO Foundation.

1. Maintains communication between Foundation Counselors and Foundation Board, informing on Foundation events and updates.
  - a. May be invited to attend Board meetings and participate in discussion but does not vote.
  - b. May submit suggestions of agenda items of meetings to the President.
2. Serves as person responsible for investigation of any reported fraudulent or dishonest use or misuse of Foundation resources or property. May ask Counselors for assistance.
3. Responsible for ensuring that person who reported any fraudulent activity is protected against retaliation. May ask Counselors for assistance.
4. General advisor to Foundation Board.
5. Maintains the Counselors' Liaison's permanent files as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy.



## Historian

The Historian is responsible for the Foundation's official archives. She is appointed by the President. The Archives Chair may recruit volunteers to assist her where appropriate. She is not a member of the Board of Directors but may be invited to attend Board meetings. She should be able to attend FAWCO Conferences. Responsibilities include but are not limited to:

1. Collects items from the current Board that have historical significance and adds them to the Archives. This includes but is not limited to:
  - a. Photographs
  - b. Information on Foundation events
  - c. Awards and citations
  - d. Histories
  - e. Official documents
  - f. Board photograph
2. Keeps an updated catalogue of what is contained in the Archives files.
3. Makes Archive material available to Board members when needed.
4. Supplies FAWCO Foundation history for articles in FAWCO publications as requested.
5. Takes photographs at Foundation events.
  - a. She may assign a photographer if she is unable to attend.
  - b. Requests photos from FAWCO member club events, regional conferences and FAWCO conferences through the President.
6. Assists in updating the Foundation History Book if it is being re-published.
7. Coordinates the scanning process of existing Foundation hard-copy documents that need to be electronically stored.
  - a. Uses Document Retention Policy as a guideline for what should be scanned for storage.
    - i. Sends scanned items to Secretary for storage in the cloud-based database as well as The Foundation's portable external hard-drive.
  - b. For those documents not covered under the policy, works with Secretary and appropriate Board member to determine whether or not they should be scanned or saved as is for Archives.
    - i. Adds these documents to the Archives catalogue.
  - c. At the end of her appointment, turns over any existing hard-copy documents to the Secretary/President for delivery to the new Historian.

## **Vice President Communications**

The Vice President Communications provides information about The Foundation to FAWCO clubs via The Foundation website, Foundation mailings and electronic presentations. She must be a citizen of the United States of America. She is elected by the FAWCO Board of Representatives for a two-year term. She may appoint an assistant at her discretion. The VP of Communications responsibilities include but are not limited to:

### **Administrative Responsibilities**

1. She presides over meetings in the absence of the President.
2. She assumes the office of President if vacated.

### **Website Responsibilities**

1. Is responsible for The Foundation website and serves as the Web Manager.
2. Designs, publishes, and maintains web pages and their elements including page header(s), custom navigation links, contact form(s), etc. as required.
3. May recruit paid assistance on special Internet related projects with advance Board approval.
4. Works closely with FAWCO Website Administrator on major website updates and new Internet related applications.
5. Organizes the approved online posting of all Board members' material.
6. Coordinates with VP Programs and VP Fundraising to post and publish all approved material/publicity on the website and in FAWCO Foundation publications, including but not limited to:
  - a. Education Awards application forms
  - b. DG nomination forms
  - c. DG Ballots
  - d. Target Program or other special project information
  - e. Reps/RC page
  - f. Programs Informational Pamphlets
  - g. Donations/Funding
  - h. Foundation information for FAWCO Conference
  - i. Online Auction
  - j. Friendship Quilt
  - k. Friends of The FAWCO Foundation
7. Conducts a review of the website at least once each quarter to ensure that information is accurate, updated and consistent throughout the website.
8. Request Board members to review website pages for accuracy, consistency and that information is current and to send her the links to the pages requiring corrections/revisions. She can appoint additional volunteers ("website auditors") to assist in the review.
9. Insures that all material removed from live website is saved in website archive.
10. Includes review and status of website in reports to Board.

### **Additional Responsibilities**

1. Prepares and coordinates Constant Contact ([www.constantcontact.com](http://www.constantcontact.com)) publications.
2. Provides FAWCO 2<sup>nd</sup> VP Member Clubs with Foundation information and deadline dates for distribution to FAWCO Reps/RCs.
3. Maintains and keeps record of all logins and passwords for The Foundation website, access to the FAWCO server and Constant Contact accounts.
4. Oversees creation of graphics and designs used by Foundation.
5. In the event of any hard copy communications, solicits quotes for printing, submits for board approval, and coordinates with the responsible parties their printing and mailing.
6. Coordinates the publicity for corporate sponsorship and partnership campaigns with President and VP Fundraising.
7. Maintains VP Communications' permanent files as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy.
8. Adheres to the responsibilities outlined for all members of the Board of Directors as described in this document

## **Secretary**

The Secretary has the responsibilities of a secretary of a corporation and will assist the President upon request. She may appoint an assistant at her discretion. The Secretary should have a working knowledge of Word and Excel. Her responsibilities include but are not limited to:

### **Minutes**

1. Takes minutes of all meetings of The Foundation Board of Directors. Takes notes during joint meetings with the Federation Board, and records business that affects The Foundation during Conference general sessions.
2. Prepares draft minutes within three weeks for review by The Foundation Board. Within one month of the meeting, distributes the final draft to The Foundation Board. Minutes include:
  - a. A record of discussions and all board approved decisions from the meeting.
  - b. Reports from The Foundation Board of Directors:
    - i. Reports are not always required, however, the minutes should always include the president's report, the treasurer's report and the financial reports.
    - ii. Any special documents or reports that were presented at the meeting.
3. Records the vote for all awards and grants given each year, to include the name and amount of the award and the name of the recipient and the FAWCO Club.
4. Updates the Motions Roster as necessary and maintains the roster with the Minutes file.

### **Meetings**

1. Sends a proxy designation form to the Board of Directors prior to the first meeting.
  - a. Proxies are required for meetings of the Board of Directors to ensure a quorum.
  - b. Proxy designee must be a member of the Board of Directors.
  - c. Proxies are not required of non-voting members of The Foundation.
  - d. Reports on proxies received at the meeting.
2. Ensures notification ten days in advance of The Foundation Board of Directors, of The Foundation *monthly* meetings stating date, hour, place and purpose of the meeting and requests topics for the meeting agenda.
3. Prepares a draft agenda and sends to President for approval five days prior to the meeting.
4. Upon approval, sends final agenda to the Board of Directors.
5. Gives notice of the AGM not less than thirty or more than forty days prior to the meeting.
6. Sends notice of any other special meetings of The Foundation Board of Directors within a reasonable time.
  - a. Such notice may be given by whatever means necessary.
  - b. Notice of special meetings should also be sent to Counselors' Liaison.
7. Requests that all reports and related documents for meetings *be sent to attendees*.

### **Other**

1. Keeps the seal of The FAWCO Foundation and passes it on to her successor.
2. Sends the current list of Directors on the Foundation Board and any revised Bylaws to the Missouri Registered Agent (see page 1 for address).
3. Renews annual corporate registration online at:  
[www.sos.mo.gov/BusinessEntity/annualreport/reportstart.asp](http://www.sos.mo.gov/BusinessEntity/annualreport/reportstart.asp)) or by mail before August 31 of each year with the Secretary of State of Missouri.
  - a. If the annual corporate registration is filed after the due date, a late fee is charged and the status of The Foundation could be endangered.
  - b. Failure to file before December 31 will result in forfeiture of the charter.
  - c. Copies of the annual registrations are kept in her Corporate Records.
4. Provides The Foundation Board and FAWCO President and Secretary with a current address list of The Foundation Board of Directors and other Board appointees.
5. Maintains the Secretary's permanent files as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy.
6. Coordinates with the Board the collection of all documents to be uploaded to the cloud based database and external hard-drive as per the Document Retention Policy.
7. Coordinates all items to be turned over to the new Board.
8. Adheres to the responsibilities outlined for all the Board of Directors as described in this document.

## **Treasurer**

The Treasurer manages the finances of The Foundation. She is elected by the FAWCO Board of Representatives for a two-year term. She has a working knowledge of basic accounting practices; software programs Quick Books and Excel, and domestic and international banking practices.

She is encouraged to recommend an assistant to be appointed by the President. If the Treasurer does not live in the U.S., the asst. treasurer should be located in the U.S. to handle "in person" banking issues. The Treasurer's responsibilities include but are not limited to:

### **General Responsibilities**

1. Signs and endorses checks on behalf of The Foundation.
2. Disburses funds for Education Awards, Development Grants, NEEED, FAWCO Target Program, and any special projects that have been approved by the Foundation Board of Directors.
3. Makes disbursements in accordance to the guidelines of each program, which includes in all cases, a signed and approved Letter of Agreement between The Foundation and the project or person receiving the funds.
4. Disburses funds for administration and expenses approved by the Board of Directors.
5. Disburses wire transfers via AFEX.
6. Administers The Foundation current bank accounts.
  - a. Signs signature cards, along with the President, for all bank accounts.
  - b. Is the principal point of contact with the bank(s).
  - c. Opens or closes accounts on approval of the Board.
7. Secures the payment system for all credit card donations.
  - a. The Foundation currently uses PayPal.
  - b. Monies should not be left on deposit with PayPal, as such amounts are not covered by Federal depository insurance.
  - c. The Treasurer may investigate other payment methods, as the monies paid to PayPal for credit card collection are significant. Any changes must be approved by the Board.
8. Assists clubs in countries where, it is not legal to send charitable monies outside the country except with very exacting criteria, by finding intermediaries (such as Maecenata Stiftung in Germany) that meet these criteria and can transit money outside their country to The Foundation.
9. Is responsible for the financial management of all third party agreements that result in monies to The Foundation such as iGive, Amazon Smile and Vonage payments.
10. Receives, records and deposits donations.
  - a. Informs the Board of Directors of all donations as they come in, the amount and any instructions received from donor for designation of donation and who should be notified in the case of memorial gifts.
  - b. Issues receipt to donors for all donations made to Foundation or Foundation administered funds.
11. Receives and deposits application fee checks. Informs the Awards Administrator when the checks are received.
12. Disburses funds for budgeted expenses upon receiving a signed reimbursement form and receipt from a Director.
  - a. For unbudgeted expenses under \$500, after signed reimbursement form is reviewed and approved by Treasurer and President.
  - b. For amounts in excess of \$500 and over the unbudgeted expense must be approved by the Board.
13. Assists with financial planning for Programs and fundraising projects.
14. Prepares budget for the new fiscal year for approval by Board no later than 60 days before end of fiscal year.
15. Recommends investment plans to the Board.
16. Assists President with Friends of the Foundation report to be included in annual report due January 15.

17. Reviews with President IRS Publication 557 ([www.irs.gov/publication/p557](http://www.irs.gov/publication/p557)) that describes the status and responsibility of charitable organizations.
18. Files an income tax return by the deadline and reviews the income tax return (990) with the President before filing. Tax forms may be downloaded at: [www.irs.gov](http://www.irs.gov)
19. Ensures that the books are audited/reviewed annually by an appropriate Certified Public Accountant.
  - a. At the end of the fiscal year, closes books and prepares accounts for financial review or audit by a Certified Public Accountant.
  - b. Presents accountant with documentation and required information for review or audit.
  - c. The completed report is returned to the Treasurer.
20. Maintains Treasurer's permanent files as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy.
21. Turns over files to her successor in reasonable time. The auditor's report may be completed at a later date, it and records needed for the audit will be forwarded later.
22. Adheres to the responsibilities outlined for all members of the Board of Directors as described in this document.

### **FAWCO Conference**

1. Coordinates with VP Fundraising and FAWCO Conference Coordinator the logistics of registering Conference attendee's payment details for Foundation Night, individual donations and other purchases of Foundation fundraising merchandise.
2. Collects any club donations brought to the conference.
3. Supervises the collection of Foundation Night auction and other payments.
4. Reconciles all Foundation Night auction sales and merchandise payments.
5. Notifies the President of any non-payments in order that they can be collected before the end of the conference.
6. Deposits all funds collected from the conference.
7. Pays out 20% of Conference Silent Auction proceeds to project selected by the host (FAWCO Member Club or FAUSA) after receiving signed Letter of Agreement.
8. Responsible for bringing /arranging a cash float in the following currencies: Euro, Dollar and conference currency if different.

### **Online Sales**

1. Advises in development of any online sales projects (Online Boutique, Online auctions).
2. Assists in preparing a sales plan and expense budget for each project.
3. Informs project coordinator when purchase payments have been processed.
4. Coordinates with project coordinator on the payment of product invoices.
5. Prepares sales and expense reports for the project as required.

### **Financial Reporting**

1. Prepares a monthly financial report consisting of Income and Expense YTD vs. Budget, Income and Expense YTD and a Balance Sheet for distribution for the Board of Directors meeting.
2. Prepares any special reports upon the President's request.
3. Prepares the annual financial report due January 15<sup>th</sup> that includes the prior year's audited/reviewed statements. This report is included in the Foundation's Annual Report.
4. Prepares a written report for the AGM and AIM including an itemized accounting of income and expenses.
5. Is prepared at all times to produce and show books/financial reports to the Board of Directors or to FAWCO Member Clubs.
6. Submits to the VP Communications the completed tax returns, audited/reviewed financial reports to be included on The FAWCO Foundation's website's "Resources" page.

## **Vice President Programs**

The Vice President for Programs shall support and oversee the Philanthropic Program Administrators: Development Grants, Education Awards, Target, NEEED and any others. She may also recommend, with Board approval, Administrators of any program as needed. She is elected by the outgoing Foundation Board of Directors for a two year term. Responsibilities include but are not limited to:

### **For All Programs**

1. Works with Foundation Board to create/revise programs.
2. Develops a financial plan for each program with Treasurer and VP Fundraising.
3. Recommends Program Administrators for appointment by President.
4. Works with VP Communications to prepare information for mailings, online and other publicity.
5. Supports Program Administrators with correspondence.
6. Sits on Program Committees ex-officio.
7. Makes presentation of Education Awards and DGs to conference, if necessary.
8. Is responsible for the completion and accuracy of all Program Statements of Agreement.
9. Follows up on all unclaimed Education Awards and DGs and keeps Treasurer informed.
10. Attends Foundation Board meetings and submits written reports for AGM and AIM.
11. Documents all awards and grants, the name and amount of them, the name of the recipients and FAWCO clubs, along with the record of the vote for all awards and DG's and includes this information in the VP Programs Report for the meeting immediately following the conference. It will be attached and filed with the meeting minutes.
12. Updates the four Program Brochures after the conference and forwards to the President for approval and sends to VP Communications for placement on the website.
13. Maintains the permanent files of VP Programs and her Administrators as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy.
14. Adheres to the responsibilities outlined for all members of the Board of Directors as described in this document.

### **Development Grants Program**

1. Assists Administrator in revising DG Nomination and Instruction form if needed.
2. Coordinates with VP Communication to get information on website.
3. Coordinates the announcement indicating that the nomination applications are available on the TFF website.
  - a. Writes and sends official announcement to 2VP FAWCO to be distributed to Member Club
  - b. Ensures that the announcement is included in The Foundation's next available "News You Can Use"
4. Assists the Administrator, if necessary, in selecting members of the DG Nomination Review Committee. The committee:
  - a. Reviews all applications and passes comments onto DG Administrator
  - b. Assists DG Administrator in preparing final ballot
  - c. Keeps VP Communication and VP Member Clubs informed of nomination deadline date
  - d. Presents DG recipients to the Board for approval
5. Consults with DG Administrator to insure that she:
  - a. Reviews Letter of Agreement prior to signature
  - b. Receives signed Letters of Agreement
  - c. Verifies completeness of information and obtains any incomplete information from recipient
6. Sends complete information for each recipient to Treasurer so she may disburse the Grants.

## **Education Awards Program**

1. Assists Administrator in revising Awards Application and instructions if needed and obtains President's approval for package.
2. Coordinates with VP Communication to get information on website.
3. Coordinates the announcement indicating that the applications are available on the TFF website.
  - a. Writes and sends official announcement to 2VP FAWCO to be distributed to Member Clubs.
  - b. Ensures that the announcement is included in The Foundation's next available "News You Can Use".
4. Assists Administrator, if needed, with appointing members of the Pre-Selection and the final Selection Committees Sits on Final Selection Committee ex-officio.
5. Presents the names of the Award recipients to the Board for approval.
6. Insures that the EA Administrator sends emails to recipients and non-recipients.

## **FAWCO Target Program**

1. Serves as a voting member of the FAWCO Target Selection Committee for review of all Target issues proposed by Club and Club members.
2. Works with FAWCO 3<sup>rd</sup> VP and Target Chair to develop interest and an awareness campaign to motivate club participation in the MDG based Target issue.
3. Prepares the Target Project Letter of Agreement upon selection of the project. A representative of The FAWCO Foundation (the President) and a legally authorized representative from the project must sign the letter before funds can be donated to the project.

## **NEEED Scholarship Program**

1. Receives from the NEEED Administrator a report on what types of scholarships are available and their costs to be presented to the Foundation Board at the AIM meeting.
2. Notifies the NEEED Administrator on the approved scholarships to be funded.
3. Approves all revisions proposed by the NEEED Administrator for the website and forwards them and any photos to the VP Communications for posting on the NEEED website page.
4. Provides an update on the NEEED Program for the presentation at the FAWCO Conference.



## **Development Grants Administrator**

The Development Grants Administrator oversees The FAWCO Foundation's Development Grants Program. She may appoint an assistant and is expected to gather a committee at her discretion. Reports to and is supported by the Vice President Programs. Not a member of The FAWCO Foundation Board but may be invited to attend Board meetings and is encouraged to attend the FAWCO Conference. Her responsibilities include but are not limited to:

1. Assists the VP Programs in the preparation of the *Guidelines & Nomination Package*.
  - a. The latest decisions made by the Directors.
  - b. No substantive changes may be made without the approval of the Board
  - c. The package includes:
    - i Cover letter to the Reps from the Administrator (also posted on Rep section on FAWCO website)
    - ii Nomination guidelines
    - iii Description of categories
    - iv Nomination forms
2. Obtains VP Programs approval before sending nomination package to VP Communications for posting on website.
  - a. The application package is posted in the "Rep and RCs" and "Programs" sections of the website.
  - b. It includes the latest decisions made by the Directors.
3. Appoints a committee with the help of the VP Programs.
4. Receives nominations and with the help of her committee, ensures that the requirements have been met, especially noting:
  - a. The restriction of only two proposals per Member Club/ FAUSA
  - b. Clubs or FAUSA may not propose a recipient project again for three years.
  - c. The nominating club or FAUSA must have supported the nominated project for at least one full calendar year prior to submitting the nomination. Support implies donation of goods, services or monetary, by more than just one or two individuals.
5. Prepares information and descriptions of proposed projects from the nominations for the website ballot with the help of her committee and submits the package to VP Programs for approval.
6. Submits the approved package to the VP Communications, who will post it and notify the Federation 2<sup>nd</sup> VP to alert Reps by e-mail. VP Programs reviews website once information is posted to make sure it is accurate.
7. After voting is completed presents the results to the VP Programs during the conference for Board approval.
8. Announces the DG recipients at the annual FAWCO Conference if she is attending.
9. Informs Member Clubs/ FAUSA whose nominations received DGs that:
  - a. Their projects have been awarded grants and for how much.
  - b. Post conference, mails the Statement of Agreement to the FAWCO Rep, which must be signed by the Club President and the representative of the project, declaring that the grant will be used for the purpose stated on the application nomination.
10. Notifies runner up in the event a grant is not claimed by October 31<sup>st</sup> of the year it is awarded and sends a Statement of Agreement to the FAWCO Rep.
11. Prepares a post-conference report and sends to VP Communications for posting on website.
12. Sends a copy of the written project Interim Report (date may vary according to conference dates but never later than January 30 to Grant Administrator) and the Final Report (due June 30) to Grant Administrator and Donor of named Grants (e.g. "the XXX Healthy Living DG").
13. Sends copies of all but the most routine correspondence to VP Programs.
14. Maintains DG Administrators files as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy for forwarding to VP Programs.



## **Education Awards Administrator**

The Education Awards Administrator oversees The FAWCO Foundation's Awards Program. She is appointed by the President and is supported by the Vice President Programs who has final approval on all decisions. She may appoint an assistant. She is not a member of The FAWCO Foundation Board but may be invited to attend Board meetings. Her responsibilities include but are not limited to:

1. Assists the VP Programs in the preparation of the awards (not to be referred to as "Scholarships") application package.
  - a. Application includes the latest decisions made by the Board of Directors.
  - b. No substantive changes may be made without the Board approval.
  - c. It includes:
    - i. Cover Letter to Reps from Administrator
    - ii. Application guidelines
    - iii. Description of Awards
    - iv. Application forms
2. Obtains VP Programs approval before sending application package to VP Communications for posting on website.
  - a. The application package is posted in the "Rep and RCs" and "Programs" sections of the website.
3. Receives all applications, recommendations, transcripts and application fee checks or notification of electronic payment, from the applicants.
4. Forwards application fee checks to the Treasurer by registered mail.
5. Determines if each candidate meets the qualifications of the award for which he or she applied.
6. She appoints a Pre-selection Committee with the help of the VP Programs. Its purpose is to judge which three candidates (if there are more than three in any given category), are best qualified to go on to the Final Selection Committee.
  - a. The Awards Administrator may select committee members from her local area.
  - b. The Awards Administrator appoints at least three and not more than five members.
  - c. Committee members should be university graduates, and if possible, at least one member should have experience in the field of education.
7. She appoints the Final Selection Committee. The Final Selection Committee consists of five members appointed by the Administrator to include:
  - a. At least one former committee member
  - b. At least one new member
  - c. A member from the club hosting the Conference
  - d. The VP Programs will serve as an ex officio member of the Committee
8. Sends electronically, copies of each candidate's file that include only the requested documents (*not videos etc.*) for evaluation to the members of the appropriate committee.
9. Provides the Final Selection Committee with:
  - a. A cover letter explaining procedures.
  - b. Prepares a file on each candidate, including completed application forms and relevant supporting documents.
10. Decides how much time is needed for the Committee's work.
  - a. Is consulted before any changes are made in the schedule.
  - b. The committee makes their final selection no later than beginning of the conference.
11. Prepares and presents, together with the committee, if they are attending, the announcements of the award recipients at the Conference.
12. Prepares and sends email announcing Award recipients to recipients and non-recipients.
13. Prepares a post-conference report and sends to VP Communications for posting on website.
14. Sends a copy of the recipients' interim report to VP Programs on an agreed date prior to the conference. Sends a copy of the final report to VP Programs upon receipt.
15. Sends copies of all but most routine correspondence to VP Programs for approval.
16. Sends all applicants files, committee tabulation forms, and annual reports to the VP Programs at the end of her Awards Administrator appointment.

### **NEEED Scholarships Administrator**

The NEEED Scholarships Administrator oversees The FAWCO Foundation's NEEEDS Scholarship Program. She is appointed by the President and is supported by the Vice President Programs who has final approval on all decisions. She may appoint an assistant. Not a member of The FAWCO Foundation Board but may be invited to attend Board meetings. Her responsibilities include but are not limited to:

1. Serves as the primary liaison between The FAWCO Foundation and "The Friends of Burkina Faso".
2. Contacts The Friends of Burkina Faso (usually in the Spring) to find out what scholarships are on offer, their costs and any other pertinent information.
3. Reports to the VP Programs prior to the AIM so that she may make a presentation to the Board.
4. Contacts The Friends of Burkina Faso and informs them as to which scholarships the Board has approved to fund.
5. Follows up with the Treasurer to insure the smooth transfer of the scholarship funds to The Friends of Burkina Faso.
6. Receives reports on the progress of the students from The Friends of Burkina Faso.
  - a. Receives annual updates until the student has graduated from her course of study.
  - b. Requests photos and testimonials from students through the Friends of Burkina Faso.
7. Makes a written report including the progress of the students and photos to VP Programs on an agreed date prior to the conference. Sends a copy of the final report to VP Programs upon receipt.
8. Reviews and suggests revisions to the NEEED page on the Foundation's website and forwards to VP Programs for approval who sends onto VP Communications for posting.
9. Sends copies of all but most routine correspondence to VP Programs for approval.
10. Maintains NEEED Administrators files as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy for forwarding to VP Programs.

## **Vice President Fundraising**

The Vice President-Fundraising is responsible for the Foundation's fundraising strategy and coordinating and developing the Foundation's fundraising projects. She is also responsible for developing new projects. VP Fundraising supports and oversees the Donor Development Coordinator, the Online/Live Auction Coordinator, the Silent Auction Coordinator and the Target Fundraising Coordinator. She is elected by the outgoing Foundation Board of Directors for a two-year term. Responsibilities include, but are not limited to:

### **All Projects**

1. Develops the financial plan for each program for approval by The Board.
2. Creates marketing plans for Foundation fundraising objectives.
3. Recommends Fundraising Coordinators for appointment by the President.
4. Coordinates information on all projects for mailings and other publicity with VP-Communications.
5. Promotes and coordinates approved fundraising for projects with the Clubs and their members through the 2<sup>nd</sup> VP FAWCO.
6. Oversees the execution all Foundation fundraising events.
7. Conducts a post-mortem after all events.
8. Oversees development of corporate sponsorships and fundraising projects.
9. Assists with any applications to corporations and/or other outside sources for awards, financial support, grants, recognition, etc.
10. Sits on any Project Committees ex-officio.
11. Maintains the permanent files of the VP Fundraisings and those of her Coordinators as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy.
12. Adheres to the responsibilities outlined for all members of the Board of Directors as described in this document.

### **Conference Events**

1. Oversees the Annual Foundation Night team and all other fundraising activity at the annual FAWCO conference.
2. Develops the fundraising plans and the promotional/publicity materials for the conference fund raising events for approval by the Board.
3. Selects and purchases the annual Foundation's conference charm.
4. Consults on the theme for the Friendship Quilt project and coordinates the publicity and the raffle ticket sales.
5. Insures that the promotional/publicity materials are sent to the Foundation's VP Communications, FAWCO's 1<sup>st</sup> VP and the Conference Coordinator for timely distribution through all the appropriate communications channels.
6. Communicates with FAWCO Conference coordinator to insure venues are workable for all conference fundraising events.
7. Is responsible for ensuring that there is a logistical plan in place for all of the planned fundraising activities for maximum effect. This includes but is not limited to:
  - a. Volunteers
  - b. Forms and signage
  - c. Decorations
  - d. Tables/easels/AV equipment
  - e. Presentations during events
  - f. Storage
  - g. Setup/clean up
8. Ensures that the list of all conference donors (both financial and for auction items) is current and sends to the President for appropriate acknowledgement.

**FAWCO Target Program**

1. Analyzes potential fundraising campaign themes and ideas after the Target Issue is selected.
2. Presents themes to the FAWCO Foundation Board for feedback and final approval.
3. Presents candidate for the Target Program Fundraising Coordinator (TFC) to the Foundation President for approval and appointment no more than 90 days after the announcement of the Target Project.
4. Works with the TFC to develop the campaign plans along with the budget and timeline for all activities.
5. Reports to the board on the fundraising campaign's progress.
6. Ensures that the "Deep Dive" report is completed and presented to the Foundation Board no later than May following the end of the fundraising campaign.

## **Donor Development Coordinator**

The Donor Development Coordinator works with VP Fundraising to develop campaigns and establish relationships within and outside of FAWCO to increase the donor base of The Foundation. She is appointed by the President, reports to and is supported by the Vice President Fundraising. Not a member of The FAWCO Foundation Board but may be invited to attend Board meetings. Responsibilities include but are not limited to:

### **Donor Lists**

1. Develops a roster that can be used for donor drives:
  - a. Outside potential donors, sponsors or benefactors (individuals, organizations, corporations, and foundations).
  - b. Previous donors, sponsors and benefactors from FAWCO Member Clubs and their members.
  - c. Information received from the Foundation Board, especially donor information from the Treasurer.
2. Prepares a donor database
  - a. Uses Excel or any system that is compatible for use with Constant Contact.
  - b. Lists should contain at least:
    - i. Donors name
    - ii. Donors Email address
    - iii. Designations that enable The Foundation to sort donors for different types of campaigns. (Examples, Club/Region affiliation, corporate donors, Program donors, Interests)
    - iv. A record of donations
  - c. Updates database on a regular basis.

### **Donor Drives**

1. Prepares correspondence and corporate donor packages for solicitation of contributions from both inside and outside FAWCO.
  - a. Drives may be initiated by the Board.
  - b. Opportunities identified by the Donor Development Coordinator will be reviewed by the VP Fundraising and recommended for approval to the President.
  - c. Correspondence and corporate donor packages must be reviewed by the VP Fundraising and recommended for approval to the President.
  - d. Upon approval conducts solicitation drives.
  - e. At the end of each drive reports results to the VP Fundraising.
2. Prepares and conducts an Endowment and Bequest donation drive annually, preferable in the late fall.
  - a. Reviews theme ideas for approval by VP Fundraising.
  - b. Timing of drive should be included in the Fundraising calendar.

### **Grants and Awards**

1. Researches and identifies organizations who provide awards or grants and with the Board approval applies or nominates The FAWCO Foundation for any such support.

### **Other**

1. Informs the President and VP Fundraising of outside rating services that may help elevate the FAWCO Foundation's profile in the philanthropic community and with Board approval, applies for ratings. Updates The Foundation's information with the rating services as needed.
2. Maintains the Donor Development Coordinator's permanent files as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy.
3. Prepares a summary of all activity to the VP Fundraising for the Annual Report (due in January) and for The Foundation Board's AIM.

## **Online/Live Auction Coordinator**

The Online/Live Auction Coordinator oversees The Online/Live Auction portion of The FAWCO Foundation's Gala Night at the conference with the VP Fundraising and Board approval. She may appoint a committee at her discretion. She is appointed by the President, reports to and is supported by the Vice President Fundraising. Not a member of The FAWCO Foundation Board but may be invited to attend Board meetings and must be able to attend the FAWCO Conference. Her responsibilities include but are not limited to:

### **Preparation**

1. Serves as the initial point of contact for prospective live auction donors. She may solicit auction items and works with donations made through the Board.
2. Determines if prospective auction item is appropriate for the Online/Live Auction.
3. Sends the Online/Live Auction Donor forms to the donor noting the deadline for submission.
4. Introduces herself personally to the donors and reiterates the deadline for returning the form and for mailing the vouchers.
5. Checks to be sure that all of the information on the returned forms has been completed and all pictures are formatted for use on website and for posters.
6. Works with VP Fundraising to determine if donated items will be Online/Live, only Live or Silent Auction.
7. Forwards all Silent Auction items to the Silent Auction Coordinator.
8. Creates the information for the Online Auction website and for the posters to be printed for use at the conference. All drafts are sent for final approval to VP Fundraising.
9. Forwards online auction details to VP Communications for posting on the website upon approval.
10. Determines where the posters are to be printed with approval of VP Fundraising.

### **Online Auction**

1. Prepares all of the detailed information regarding the auction item as outlined in the Donor's Terms of Agreement (for example, information about a vacation should include length of stay, how many people it will accommodate, black-out days, etc.) and utilizes any photos or videos from the donor for the online auction website.
2. Determines with VP Fundraising, minimum bid increments, reserve (starting) price and "Buy Now" option price for each item.
3. Works with Foundation's VP Communications to upload information on the online auction website.
4. Creates "The Online Auction is Open" announcement and forwards to VP Fundraising to incorporate in Conference publicity campaign.
5. Receives the Bidding Reports and monitors progress of auction and reports to VP Fundraising as required by her.
6. Recommends if online auction items should be moved to the Live or Silent Auction based on bidding activity (such as no bidding on the item or reserve has not been met) and coordinates transition with VP Fundraising and Silent Auction Coordinator.
7. Ensures that online bidders stay informed through automated email process regarding the status of an item with special notation of their last opportunity to bid on the item.
8. Ensures that bidders are informed of the opportunity to bid on items moved from the online to the Live Auction either in person at the auction or via write-in bids.
9. Oversees emails informing the winning online bidders and follows up to be sure that payments are received.

### **Conference Event**

1. Works with Conference Coordinator to make sure that posters are placed in high visibility areas within the conference venue.
2. Monitors any pre-Foundation Night bidding (this bidding will be determined by the VP Fundraising).
3. Prepares a list of opening bids for each of the items incorporating the latest bids for all of the items. Meets with the Auctioneer and the VP of Fundraising to review each item in detail.
4. Assists the Auctioneer during the Live Auction by monitoring the bidding, getting the winning bidder's information and giving that information to the cashiers.
5. Coordinates delivery of the vouchers to the winning bidders after payment.

**Post Conference**

1. Informs the donors who won their donation and gives them their contact details.
2. Prepares thank you letters to each of the donors, signs them and forwards them to be signed by the VP Fundraising and President.
3. Updates the list of donors and recipients for future use.
4. Writes a post-mortem report for VP Fundraising which includes:
  - a. Number of items, the type of items (private vacation stays, commercial properties, special services, jewelry, etc.) and information on their sale.
  - b. What worked and what could be improved for the next event.

The Silent Auction Coordinator oversees the Silent Auction portion of FAWCO Foundation's Gala Night at the conference under the direction of the VP Fundraising. She may appoint a committee at her discretion. She is appointed by the President, reports to and is supported by the Vice President Fundraising. Not a member of The FAWCO Foundation Board but may be invited to attend Board meetings and must be able to attend the FAWCO Conference. Her responsibilities include but are not limited to:

### **Preparation**

1. Develops Silent Auction process with the Vice President-Fundraising.
2. Responsible for the Silent Auction collection point during registration.
3. Collects Silent Auction donations and donation slips before and during conference.
4. Coordinates with Online/Live Auction Coordinator the transition of any items that have been moved from the online or live categories to the silent auction category.
5. Enters information and maintains a database of silent auction donations for tracking purposes and the treasurer's use.
6. Responsible for any written procedures distributed to both working volunteers and/or audience.
7. Recruits Silent Auction Team volunteers to work the conference/Foundation Night.
8. Reviews Auction venue and determines Silent Auction setup with VP Fundraising.
9. Is responsible for the security of the donations from collection to payment checkout.
10. Coordinates Silent Auction setup with volunteers.

### **Conference Event**

1. Moderates any contention between bidders over silent auction item.
2. Oversees the check out process and makes sure that all prizes are given out to the correct winning bidders after payment.
3. Makes sure that the VP Fundraising and /or President acknowledges the Silent Auction donations during the event.
4. Responsible for acknowledging and thanking the Silent Auction Team.
5. Responsible for cleanup of the Silent Auction area at the end of the evening.

### **Post Conference**

1. Prepares a post-mortem report for the VP Fundraising indicating what worked and what should be improved for the next event.



## **Target Fundraising Coordinator**

The Target Fundraising Coordinator (TFC), working with the VP Fundraising, recommends, administers and conducts fundraising events and activities for The Target Program. She is appointed by the Foundation President and is supported by the VP Fundraising. She must be able to attend all FAWCO wide conferences. The term ends in March following the end of the fundraising campaign. Her responsibilities include but are not restricted to:

### **Specific Responsibilities**

1. Organizes and executes each of the Target fundraising projects, including estimates of costs, and revenue to achieve the goal. These projects *may* include but are not limited to:
  - a. A “worldwide” FAWCO fundraising activity
  - b. A Target fundraising trip
  - c. An “Online Boutique”
  - d. A fundraising activity at the annual conference
  - e. A Direct Donor program via Constant Contact
2. Works with VP Fundraising to ensure the campaign is incorporated into the Foundation’s fundraising calendar.
3. Works with Foundation’s Donor Development Coordinator to try to secure one or more corporate donors for the Target fundraising campaign.
4. Updates and maintains an online “tool kit” on the Foundation’s website to assist clubs with their local fundraising.
5. Creates the Target Fundraising campaign kickoff package which should include but is not limited to:
  - a. A “quick reference” (Action Packet) document explaining why FAWCO is supporting the Target Focus and issue, along with details about the fundraising projects, timelines and all pertinent information.
  - b. A summary of fundraising successes derived from club survey from previous Target campaigns.
  - c. Description of the features in the online “tool kit”.
6. Creates the Power Point Presentations and workshops for the kickoff package to be presented at the conference.
7. Maintains frequent and regular communication with the Target Chair, developing a schedule of “first steps/next steps”, deadlines; agrees on responsibilities and expectations throughout each stage of the campaign.
  - a. Consults on ideas during planning stages for activities.
  - b. Works with Chair to promote and communicate activities to Member Clubs.
  - c. Reviews post mortems of all activities and communicates any resulting changes to the calendar and/or future operating procedures.
8. Communicates to clubs via approved channels throughout the fundraising campaign by:
  - a. Regular submissions within the Target Bulletins distributed by Target Chair
  - b. Making regular submissions for FF and/or FAWCO websites
  - c. Creating updates and bulletins to be sent via Constant Contact once approved
9. Conducts a “Post-Mortem” review after each activity and revises future events based on what is learned.
10. Reports to VP Fundraising as needed (at least once a month) on the progress of the fundraising campaign.
11. Conducts a thorough review of the entire program at the end of the fundraising campaign (The Deep Dive). This includes but is not limited to:
  - a. Review of financial data.
  - b. Survey of Club donors through Constant Contact to find out what worked and why.
  - c. Submits the results to the FF VP Fundraising in time for inclusion in the Annual report.
12. Maintains the Target Fundraising Coordinators permanent files as hard copies or electronic media as specified in the FAWCO Foundation Document Retention Policy.