



## POLICIES

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## **Mission**

Section 1.1 The Women's Fund El Dorado harnesses the power of collective giving to support community philanthropy. By pooling our funds, we enhance the quality of life on the western slope of El Dorado County and cultivate future philanthropists.

## **Principle Office**

Section 2.1 The principle office of The Women's Fund El Dorado for its transactions of business is located at 312 Main Street, Suite 201, Placerville in the County of El Dorado, California.

## **Organizational Structure**

Section 3.1 The Women's Fund El Dorado is an advised fund of the El Dorado Community Foundation. It is managed in accordance with the bylaws of the El Dorado Community Foundation.

## **Membership**

Section 4.1 Each member of the Women's Fund El Dorado contributes an annual minimum amount of \$200.00. A membership may be an individual, a business or both. If both, the member commits to two memberships (a minimum of \$400 annually).

Section 4.2 Membership is not transferable.

Section 4.3 Members may contribute through an annual or monthly payment. Members whose payment is current at the time of the Ballot Showcase are sent a ballot to select grantees.

Section 4.4 New members who join during the WFED Ballot Showcase will receive a ballot following the event. Lapsed membership who pay their membership at the WFED Ballot Showcase will also receive a ballot following the event.

Section 4.5 Members who do not contribute for a period greater than 12 months (1 year) will be removed from the list of members.

## **Membership Levels**

Section 5.1 Keyholder Membership: Keyholder members contribute a minimum of \$200.00 each year for their membership. Starting January 1, 2019, 100% of Keyholder membership dollars will be allocated to Women's Fund grants.

Section 5.2 Pioneer Membership: The Pioneer membership fosters a greater level of impact by drawing on the combined financial power of Pioneer members. Pioneer members contribute above the Keyholder amount by contributing a minimum of \$1,000.00 annually. Starting January 1, 2019, 20% of this contribution will be invested in the Women's Fund Endowment with the remaining amount allocated to the Women's Fund grants.

5.3 If at any time, the endowment balance (projected year-end balance) falls below \$500,000, the contribution to the Women's Fund endowment for the following year will be revisited in the budget adoption process. The Women's Fund Cabinet may elect to return to the former endowment contributions of 10% of Keyholder membership and 80% of Pioneer member contributions or another funding formula may be considered.

### **Committees**

Section 6.1 Members of Women's Fund El Dorado committees will provide community education, seek avenues of increasing membership, award grants, establish policies, seek membership input and direct the activities of Women's Fund El Dorado.

Section 6.2 Terms of office for Cabinet and Committee members will commence on November 1. Terms of committee members will end on October 31<sup>st</sup>.

Section 6.3 The maximum time of service, if the member is not a chair or Co-chair, is anticipated to be 2 years.

Section 6.4 The Cabinet Vice Chair will verify the "term limit" status of each Cabinet member and committee member in September/October of each year. This will allow for planning for the next Women's Fund year with regards to Cabinet member or committee member nominations.

Section 6.5 The Cabinet Vice-Chair will maintain a list of members who are interested in serving on a committee and will provide members with information about the committees. The Cabinet Vice Chair will communicate with committee chairs about members who are interested in serving on their committees. Committee chairs will indicate if there are committee members who are terming off who are interested in serving another two-year term if space is available on the committee.

Section 6.6 If there is a situation where two or more members have requested placement on a committee at the same time, preference will be shown to the individual who has not yet served on a committee.

Section 6.7 The Cabinet Chair and/or Vice Chair will consider the percentage of members who term off each committee each year. Committee terms may be adjusted so that approximately half of the members continue each year. It is assumed that

former committee members who join a new committee will begin a new two year term unless the term is adjusted to ensure that approximately half of the members continue the following year.

Section 6.8 If a committee has room for more members after November 1, then members may be added to committees on a space available basis. The addition of new members should be communicated to the Cabinet Vice Chair.

Section 6.9 Committee membership numbers will generally be 5-7 members, depending on the needs of the committee. An odd number for the Grants Committee is recommended.

Section 6.10 When possible, an orientation process will be conducted by an officer of the Cabinet for all new committee members and Cabinet members.

### **Women's Fund Cabinet Members**

Section 7.1 The Cabinet is responsible for developing policy, strategic and tactical planning, grant approval, fiscal oversight, and executing the Women's Fund El Dorado mission. The Cabinet consists of the Chair of the Cabinet, Vice Chair of the Cabinet, Immediate Past Chair, Secretary, Treasurer, Chairs of each committee, Founding Member, Archivist, and up to two members-at-large. The Cabinet should not exceed fifteen members.

Section 7.2 The Chair serves as Chair for two years.

Section 7.3 The Chair continues to serve on the Cabinet for two years after the term of office as the Immediate Past Chair.

Section 7.4 A Vice Chair is expected to be the incoming chair. The Vice Chair serves for two years before assuming the role of Chair.

Section 7.5 The Chair of the Cabinet nominates the Vice Chair.

Section 7.6 The Chair and Vice Chair positions are approved by a vote of the Cabinet.

Section 7.7 Committee chairs serve for two years. The Founding Member, Historian/Archivist and Treasurer do not have term limits. Exceptions to term limits may occur in special circumstances with the approval of the Cabinet.

Section 7.8 New Cabinet members will be nominated and approved by the existing Cabinet.

Section 7.9 The Women's Fund El Dorado Cabinet will appoint a member to be the Historian/Archivist of the organization. This person(s) will help us ensure that accurate historical documents are maintained.

### **Grants Committee**

Section 8.1 The Grants Committee is responsible for designing and implementing the Women's Fund El Dorado granting process.

Section 8.2 Any Cabinet member or Grants Committee member who serves on the board of directors or is an employee or a volunteer at a nonprofit organization that has applied for a grant, must recuse herself from voting on that organization's RFP and subsequent nomination. The vote will then be averaged to not penalize that particular applicant's RFP and subsequent application process.

### **Site Visit Committee**

Section 9.1 The Site Visit Committee is responsible for ensuring that awarded grant programs are being executed as presented in the grantee's proposals.

### **Membership Committee**

Section 10.1 The Membership Committee is responsible for soliciting new members, communicating with the membership, hosting new member orientation forums, and stimulating new membership development and philanthropic interest among women on the western slope of El Dorado County.

### **Marketing and Communication Committee**

Section 11.1 The Marketing and Communication Committee is responsible for communicating with the membership and enhancing public awareness of the Women's Fund and its mission.

### **Events Committee**

Section 12.1 The Events Committee is responsible for planning the Ballot Showcase, the Grants Gala event ~~and~~ the annual membership event and other events as needed and agreed upon by the Events Chair and Cabinet.

### **Education Committee**

Section 13.1 The Education Committee is responsible for designing and implementing the Focus Group generally held every two years and any other educational forums for members as needed.

Section 13.2 The Education Committee is responsible for oversight of the Wickline Scholar grant process.

### **Finance Committee**

Section 14.1 The Finance Committee will prepare a yearly budget for the Women's Fund El Dorado in accordance with the projected needs of the Fund and its members.

### **LightHouse Committee**

Section 15.1 The LightHouse Committee is responsible for the oversight of the LightHouse Grant process.

### **Social Media**

Section 16.1 The Women's Fund El Dorado will use social media to promote its mission, scope, awards and events. Women's Fund El Dorado does not promote the organizations it funds; it only promotes the work these organizations complete with WFED funding. No personal contact information or confidential subject matter will ever be posted or shared online, either through social media or our website. We do not promote any for-profit businesses, organizations or individuals, other than thanking them for contributions or sponsorships.

Section 16.2 Although the Women's Fund El Dorado may appoint someone to keep its social media platform updated and current, complete and final oversight of the WFED site is the responsibility of the Cabinet Chair or designee. Responses to any matter of controversy will be directed to the Cabinet Chair or designee prior to any type of posting.

### **Estate Gifts**

Section 17.1 Women's Fund El Dorado is a fund under the umbrella of the El Dorado Community Foundation.

Section 17.2 Women's Fund El Dorado is bound by the EDCF's Gift Acceptance Policy in order to protect both Women's Fund El Dorado and the Foundation.

Section 17.3 A gift intended for Women's Fund El Dorado is first reviewed by the El Dorado Community Foundation's Executive Director, according to the Foundation's Gift Acceptance Policy. If the gift meets these guidelines, the Foundation's staff will notify the Women's Fund Chair that a gift is pending.

Section 17.4 After review of the gift, the Women’s Fund Chair will notify the Women’s Fund Cabinet of the pending gift and will request a vote to accept or deny. If timing or other circumstance precludes a Cabinet vote, the Chair is entrusted with the decision to accept or deny the gift.

Section 17.5 The Chair of the Women’s Fund El Dorado will be responsible for notifying the Foundation if they are willing to accept the gift based on the terms, if any, offered by the donor(s).

### **Administrative Cost**

Section 18.1 The Women’s Fund El Dorado will contribute to the El Dorado Community Foundation for administrative support as follows:

- a. Women’s Fund El Dorado Endowment Fund - 1.5% per year based on the balance in the fund.
- b. Women’s Fund El Dorado Unrestricted - \$300 administrative fee
- c. Women’s Fund El Dorado Restricted – 3% per year based on grants awarded.

### **Restricted Funds**

Section 19.1 The restricted fund of the Women’s Fund El Dorado is used for providing yearly grants to nonprofit organizations on the western slope of El Dorado County.

### **Unrestricted Funds**

Section 20.1 The unrestricted fund contains income from sponsors, ticket sales and gifts and is used for event costs, promotions and other operating expenses approved by the Cabinet. Gifts received by the Women’s Fund El Dorado that are not marked for a specific purpose will be considered as unrestricted gifts.

### **Endowment Fund**

Section 21.1 The Endowment Fund ensures long-term financial sustainability for Women’s Fund El Dorado. The Cabinet will set and ensure a funding level to maintain in the Endowment Fund.

Section 21.2 Available to Spend Distributions from the Endowment Fund:

- a. The “Available to Spend” amount from the Endowment for the upcoming calendar year will be determined based on a rate of 4% of the average fair market values for the previous twelve quarter ending balances, as of September 30 of the previous year.

- b. The Cabinet of the Women’s Fund El Dorado may transfer funds from the Endowment Fund to “Available to Spend” on an annual basis. Any “Available to Spend” amount not spent in prior years is to be added to the current year “Available to Spend” amount.
- c. The “Available to Spend” amount is to be used for grant making and/ or direct support of community service projects or organizations.
- d. If the Endowment fund has declined (due to market losses) by February 1 of the following year, the Cabinet may decide to not use Endowment Funds for the current year.

Section 21.3 If the Women’s Fund El Dorado were to be discontinued, the Endowment Fund would be retained for its intended purpose of financial stability by the El Dorado Community Foundation.