



## **Procedures, Roles, Responsibilities**

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The following procedures, roles, and responsibilities are intended to be used in conjunction with the Women's Fund El Dorado Policies. The roles and responsibilities for each Cabinet position are as follows:

## **Cabinet Chairs**

### **Cabinet Chair**

This is a 2-year term following a 2-year term as Vice Chair and preceded by a 2-year term as Post Chair.

- Provide leadership and direction to carry out the vision and mission of WFED and position WFED to move forward along this path into the future.
- Provide leadership and support to the Cabinet, Committees and Members.
- Promote and represent Women's Fund El Dorado to members and the community by communicating its mission and achievements and leading in a way which reflects the values of WFED.
- Provide oversight for maintaining the reputation and norms of WFED.
- Work with the contractor to conduct WFED activities and maintain current policies, procedures and record keeping.
- Prepare Cabinet agendas and documents to conduct WFED's business at Cabinet meetings.
- Convene and conduct Cabinet meetings using agreed upon norms and Robert's Rules of Order.
- Assign responsibilities, due dates and other administrative functions as needed with the Contractor.
- Review and update the Independent Contractor agreement on an annual basis. Approve Contractor invoices.
- Determine necessity of action on any item that comes up between Cabinet meetings and take action in consultation with Cabinet leadership.
- Approve communications with members, perspective members, the El Dorado Community Foundation and the public at large. Sign letters sent out by WFED.
- Maintain open communication with the El Dorado Community Foundation.
- Thank sponsors and Pioneer members for their contributions.
- Serve as a member of the Finance Committee.

### **Vice-Chair**

This is a 2-year term which is followed by a 2-year term as Cabinet Chair and a 2-year term as Post Chair.

- Become familiar with the full range of Chair duties in preparation for assuming that role in the coming years.
- Communicate and coordinate with committee chairs and interested members to fill committee openings.
- Maintain a database of individuals who have expressed interest in being a committee member or Cabinet member.

- Monitor and report on the “term limit” status of each Cabinet member and committee member in the early fall to determine where there are vacancies.
- Serve as a member of the Finance Committee.

### **Post Chair**

This is a 2-year term which follows 2-years as Vice Chair and 2 years as Chair.

- Attend and participate in all Cabinet meetings.
- Serve as a member of the Finance Committee.
- Provide counsel to the Chair and Vice Chair on issues, questions and situations.

### **Cabinet Members**

This is a 2-year term and may be renewed for an additional 2-year term.

- Attend Cabinet meetings and participate fully in all discussions and decision-making processes.
- Committee chairs will report committee actions to the Cabinet and, in turn, will disseminate information from the Cabinet to their respective committees.
- Carry out the policies and spirit of WFED with their committees, other members and prospective members.
- Review and approve yearly voting results by the membership.
- Review and approve any changes to the Fund’s Policies and Procedures, Roles and Responsibilities.
- Support efforts to secure annual sponsorship funding for the WFED.
- Promote WFED to prospective members. “We are all the Membership Committee.”

### **Treasurer**

This is a continuous term.

- Serve as Finance Committee chair.
- Develop a proposed annual budget to review at Finance Committee meetings and update as needed.
- Present the budget and fiscal health of WFED to the Cabinet in October. The Cabinet will vote on the budget in November. The Treasurer will provide updates throughout the year as needed.
- Coordinate with the El Dorado Community Foundation’s accountant on financial information pertaining to WFED.

### **Secretary**

This is a 2-year term.

- Take minutes at each meeting and make them available for the next month’s meeting.

### **Founder**

This is a continuous term,

- Provide input on context and continuity in Cabinet discussion and decision-making.
- Provide input on the larger context for women’s collective giving.

### **Historian/Archivist**

This is a continuous term.

- Provide historical context for Cabinet discussions.
- Edit minutes from Cabinet meetings.
- Ensure that retention of copies of any item produced by the Women's Fund El Dorado is kept on file, either in hard copy or electronic format-

### **Women's Fund Committee Chairs**

These are 2-year terms; additional terms can be served. If two individuals prefer to work together as co-chairs and this is agreed upon by the Cabinet, then it is permissible for them to share responsibilities and workloads. Chairs may designate an acting chair to attend the Cabinet meeting when she is absent. Committee chairs provide leadership to accomplish the committee's role.

### **Grants Chair** *(See Addendum 2 for details on the Grants Process)*

- Lead an annual grant funding process that is approved by the Cabinet. This includes releasing the annual Request for Proposals (RFP) to nonprofit organizations, vetting all applications, creating a ballot, managing voting and making final grant recommendations to the Cabinet for approval.

The annual grant funding amount is recommended by the Finance Committee and approved by the Cabinet. Once approved, the Grants Committee will:

- Submit to the Cabinet an annual grant funding proposal for review and approval.
- Prepare the Request for Proposals (RFP) to be disseminated to the nonprofit community on the western slope of El Dorado County.
- Announce and advertise (in conjunction with the Marketing and Communications Committee) the availability of grants, funding level and eligibility.
- Coordinate all aspects of the Applicants' Workshop.
- Notify grant recipients and applicants of the status of their grant request to the WFED.
- Create a membership ballot annually and send this to membership.
- Once voting closes, submit grant recommendations for funding to the Women's Fund Cabinet for approval.
- Upon approval of the Women's Fund Cabinet, the list of member-selected grants will be sent to the El Dorado Community Foundation Board of Directors for its approval.
- Announce results to the membership as soon as possible following the conclusion of the balloting and approval process.
- Submit grant recipient information to the Chairs of the Events and Marketing and Communication Committees.

- Create and disseminate the Grant Funding Agreement, Letter of Instruction and copy of WFED Grant Due Diligence Policy.
- Notify the El Dorado Community Foundation accountant about when checks should be cut to awarded nonprofits.
- Coordinate an annual Funding Meeting for awarded nonprofits to complete required agreements and receive checks.
- Create the WFED annual calendar for the Cabinet's approval. WFED's calendar year begins on November 1 of each year. The annual calendar created by the Grants Chair includes the following:

Cabinet meeting dates and event dates.

Date for Applicants' Workshop

Date to notify nonprofits of the Applicants' Workshop

Date for release of Request for Proposals

Date for deadline of Request for Proposals

Date for grant review of proposals

Date for ballot creation reflecting Grants Committee recommendations

Date for release of members' ballots

Ballot due date

Date for notification to Cabinet of ballot results for Cabinet approval

Date for notification to El Dorado Community Foundation Board of Directors of voting results

Date to notify grant applicants of vote

Date to notify members of voting outcomes

Wickline Scholarship dates

### **Site Visit Chair**

The Site Visit Chair and Committee's role begins once signed funding letters are returned by grantees.

- Ensure that all grant programs awarded are being executed as outlined by the grantees' proposals.
- Coordinate with Grants Chair on the funding process and attend annual Funding Meeting.
- Develop and refine site visit questions and reporting format.
- Assign a committee liaison to check in with each awarded nonprofit.
- Request and accept grantee interim reports (due January 31) and final grant reports (due June 30.)
- Review grantee interim and final reports. Reporting findings to Grants Chair and Cabinet Chair as necessary.
- Coordinate site visits for grant awardees from the current year.
- When appropriate, advise grantees to complete a grant extension for Cabinet approval.

- Submit site visit reports to the Cabinet for approval. (Approved reports are posted on the WFED website by the Contractor.)
- If any special grants are awarded during the year, follow up with recipients as appropriate, in accordance with the wishes of the Cabinet.

### **Education Chair**

- Consult with the WFED Contractor, EDCF accountant and/or WFED Treasurer to set the annual Wickline Scholarship funding level.
- Develop and provide oversight of the Wickline Scholarship granting process, including application procedures, disseminating scholarship information, reviewing applications, and selecting recipients to recommend to the Cabinet.
- Provide the Grant Chair with dates for the Wickline Scholarship to include in the annual WFED calendar. The scholarship timeline includes the following:
  - Date for release of scholarship application
  - Deadline for scholarship application submission
  - Date for committee to complete applications review
  - Date to notify Cabinet of scholarship recipients
  - Date to notify scholarship applicants regarding whether or not they were selected
- Committee prepares the scholarship application including description, requirements and FAQs to be disseminated to nonprofits and educational institutions and provided to the EDCF.
- Committee creates and disseminates flyers to appropriate organizations.
- After the scholarship deadline, review and score each application to select recipients.
- Submit recommendations for funding to the Women’s Fund Cabinet for review.
- Following review by the WFED Cabinet, notify the EDCF about the recipients selected and level of funding provided.
- Notify all applicants about the status of their application via email.
- Create and send notification letters to applicants. For selected applicants, this will include letters of instruction and the funding agreement created by the EDCF.
- Submit scholarship recipient information to the Contractor who will provide this information to Chairs of the Events and Marketing and Communication Committees for promotion at WFED events.
- Notify Contractor regarding the status of scholarship recipient’s attendance at the Grants Gala.
- Check in with the scholarship awardees periodically and report on their progress to the Cabinet.
- At the discretion of the Cabinet, may conduct a focus group of members every other year to solicit input from members on key questions regarding WFED. Findings from the focus group are reported to the Cabinet and may be conducted in person or online.

### **Marketing and Communications Chair**

- Develop a marketing and communications plan.
- Develop, oversee, and publish the WFED Annual Report and Women’s Fund El Dorado press releases.
- Recommend the most efficient use of the Marketing and Communication budget and report on this budget to the Cabinet.
- Work with Contractor on content and visual design aspects of WFED materials.
- Assist in the development of WFED information and marketing pieces.
- Maintain and update the WFED website by working with the Contractor.
- Coordinate membership recruitment/WFED informational opportunities in the community in collaboration with the Membership Committee.
- Coordinate photography for events.
- Manage WFED social media accounts (Facebook and Instagram) with the Contractor. Social media will be used for events, grant awards and other WFED business.
- Work with the Events Chair and Contractor to promote WFED events.

### **Events Chair**

- Coordinate the annual Membership Celebration Dinner, the annual Grants Award Celebration event, and the Ballot Showcase. This will include selecting a location, securing contractual obligations, determining rental equipment needs, and sending invitations to members and the general public.
- Work with Marketing Chair and Contractor to outline event program/tabletop tent cards.
- Determine and create table themes and decorations for each event.
- Work with the Contractor to open event registration and set ticket prices.
- Manage event costs and report them to the Cabinet
- Coordinate with all committees for needs associated with an event.
- Keep track of any supplies in storage.
- Give preference to El Dorado County based businesses when awarding contracts for service.

### **Finance Chair**

(filled by the WFED Treasurer)

- Ensure compliance with all generally accepted accounting principles.
- Present a tentative budget to the Women’s Fund El Dorado Cabinet each October, a final budget in November, and updates during the year as needed
- Report contributions and special requests made by donors to the Fund.
- Report and track expenditures related to events, administrative costs, ongoing and unanticipated expenses.
- Report and track revenue related to donations, sponsorships, member contributions, and other.

Working with the Finance Committee:

- Present a tentative budget to the WFED Cabinet each October, a final budget in November and provide updates during the year as needed.
- Identify any required budget revisions as a result of unanticipated expenditures or changes in revenue.
- Recommend annual amount available for grant funding.
- Educate the Cabinet about fiscal issues

### **Membership Chair**

- Report new memberships and membership totals at each Cabinet meeting.  
Membership data is recorded in the minutes-
- Conduct “check- in” for guests at events.
- Host New Member Orientations. Invite new members and Cabinet members to attend. Encourage current members to invite prospective new members to attend.
- Individually welcome new members.
- Communicate with the Events Committee before major events to ensure proper preparations are made.
- Coordinate membership recruitment/WFED informational opportunities in our community in conjunction with the Marketing Committee.
- Help as needed with special events such as Focus Groups, etc.
- Appoint a liaison to the Marketing and Communications Committee.
- Work to foster positive relationships with new members.
- Create a welcoming environment for all members, new and old.

### **LightHouse Fund Chair**

*Note: To be responsive to requests to address urgent medical needs, the LightHouse Fund Committee generally fulfills it’s role through e-mail communication that includes discussion and voting on applications. The selection of applications to fund is based on a simple majority vote.*

- Develop and provide oversight to the LightHouse grants process, including application procedures, reviewing applications and voting to select recipients.
- Make every effort to respond to LightHouse grant application emails within 24 hours and to respond with a decision within 48 hours.
- Ensure that an applicant’s Protected Health Information is kept as confidential as possible.
- Assist in the development and disbursement of any LightHouse information pieces.
- Coordinate the committee’s outreach efforts to assure that nonprofits, agencies, and medical offices are informed about the LightHouse Fund
- Coordinate with either an EDCF staff member and/or the WFED Contractor to ensure that funds are distributed in a timely manner and are consistent with adopted practices and procedures.





**Ad Hoc Cabinet Member (2-year term)**

The Cabinet may select an Ad Hoc Cabinet Member to perform duties needed by the Cabinet. These duties and responsibilities will be determined before the member is asked to join the Cabinet.

## **ADDENDUM 1**

### **ADMINISTRATIVE SUPPORT CONTRACTOR SCOPE**

#### **Administrative Support**

The Administrative Support of Women's Fund El Dorado shall be provided by an Independent Contractor.

The Women's Fund El Dorado Chair will review and update the Independent Contractor agreement and the service contract on an annual basis. Approval of the contract requires a unanimous vote of the Cabinet.

Examples of administrative support job functions are but are not limited to:

- Manage, coordinate, and assume responsibility for the WFED Neon membership database, including current and past members of the WFED, name, address, city, email address, membership contribution and years as members.
- Acknowledge all contributions to the Fund in a timely manner. Donations, other than membership dues, are acknowledged on Women's Fund El Dorado letterhead or note cards.
- Notify members of their annual contribution and maintain open communication with members to achieve the highest level of membership satisfaction.
- Handle incoming correspondence (U.S. Mail, email, social media) and respond accordingly.
- Work closely with WFED Membership Committee to support orientation and membership outreach events. Forward the names and contact information of potential WFED members to the Membership Chair for follow up.
- Support WFED Marketing efforts by regularly performing website and social media maintenance. Draft newsletters for review by the Cabinet Chair. Send out the newsletter and maintain email distribution lists. Conduct event promotion and support member outreach events.
- Support Education Committee with Wickline Scholarship process and bi-annual focus groups as needed.
- Support events by: promoting them; tracking and maintaining data on ticket sales; tracking payments for events; printing name tags for the Membership Chair; preparing check-in list for Membership Committee; staffing Membership table at events; coordinating photos at events; and developing PowerPoint presentations as needed.
- Support Grant Committee and Chair by sending out grant related materials, grant ballots to membership, and grant notifications as needed.
- Support Chair, Vice Chair and Cabinet as requested on Cabinet projects. Writes up and conducts surveys of membership when necessary.
- Coordinate the production of an annual WFED video.

## **ADDENDUM 2**

### **GRANTS PROCESS AND ADMINISTRATION OF GRANTS**

#### **Grants Process**

- Following a vote by the Cabinet to set the level of grant funding, the Grants Committee may submit an annual grant funding proposal to the Cabinet for approval. This proposal would include the total amount to be awarded, the structure of grants, and proposed funding amounts in each grant category. If no proposal is submitted by the Grants Committee, the Cabinet will assume that grant funding from the previous year will be used in the upcoming year.
- Once annual funding is approved, the Grants Committee will announce, prepare, and send, via email, Requests for Proposals to all nonprofits on the western slope of El Dorado County in accordance with the approved WFED grants calendar. In addition, a public news release of grant opportunities will be submitted by the Contractor to all known media on the western slope of El Dorado County for publication.
- Grantees who do not have their own 501(c) (3) status may apply for grant funds under the 501(c) (3) status of a sponsoring organization if the application includes a signed statement by the sponsoring organization using language developed by the EDCF.
- After the deadline for proposals, the Grants Chair will work with the WFED Contractor and El Dorado Community Foundation staff to ensure that all applicants have submitted required documentations and are eligible for WFED grant funding. Acorn grant applicants will be reviewed to ensure that the program has not been funded previously.
- Any grantees applying under the 501(c)(3) nonprofit status of another organization will be reviewed with the EDCF. The intent of this review will be to ensure that the EDCF will not have liability resulting from the funding of an organization.
- After initial vetting is completed, the Grants Committee will receive a copy of each eligible proposal, together with a rubric for scoring and a scoring sheet to summarize all scores. In the scoring process, the Grants Committee will follow the Cabinet approved grant funding requirements when making selections for the ballot.
- Each Grants Committee member will review and score each proposal individually. The Grants Committee will then meet as a group to finalize the scoring and set a ballot.
- The annual grants ballot is created by the Grants Committee in accordance with the approved WFED calendar and sent, via email, to every member with a membership in good standing as of midnight before the ballot release date or who join/renew at the WFED Ballot Showcase.
- Voting is accomplished through an online survey program. If necessary, paper ballots are prepared and mailed to those members not using email.

- The Grants Committee will monitor the online survey program during the voting period and receive the final votes.
- In case of a tie, the Grants Committee will make a recommendation to the Cabinet on how to proceed to determine the outcome. If needed, the tie will be decided by WFED members. The Grants Committee will send, via email (and by mail, if necessary,) a new ballot that will only include the organizations involved in the tie. The organization receiving the most votes will become the grant recipient.
- The Grants Committee will submit recommendations for funding (based on the votes of the membership and findings from any needed follow-up research) to the WFED Cabinet for approval.
- Once approved by the WFED Cabinet, the Grants Committee will notify the grant recipients by telephone and notify all applicants by letter the same day.
- Upon approval of the WFED Cabinet, the Grants Committee will submit the recommendations for funding to the El Dorado Community Foundation Board of Directors for notification.
- The successful grantees will be announced to the membership as soon as possible after notification to all grant finalists is completed.

### **Additional Grant Making in Unusual Circumstances**

In the event of a catastrophic emergency in our community (fire, flood, epidemic,) the Cabinet may ask the Grants Committee to add a specific and potentially different type of grant using Restricted Grant Funds or eligible funding from the Endowment. This funding would not supplant the regular, annual grant making process and would align with the policies of the EDCF.

The Cabinet would: 1) outline the purpose of the funding and set the level of funding for the Grant's Committee; 2) due to potential urgency, conduct a vote on the appropriation of these funds; and 3) possibly charge the Site Visit committee to stay in contact with the grantees to assure appropriate use and impact of these funds.

The Grants Committee would: 1) use its expertise to carry out the grant making process and 2) make reports to the Cabinet about the grants. This granting and the impact of this granting would be reported to WFED members.

### **Funding Resource for Immediate Needs**

All current membership dollars are used for current granting. The immediate need funding is from prior years when membership growth exceeded the budget for granting. These additional grant-restricted dollars were held in reserve for future granting. The WFED Cabinet monitors the needs of our community nonprofits and the clients whom they serve. Members will be informed if it is determined that urgent community needs warrant expenditure of these reserved funds.

## **Funds Managed by WFED**

WFED manages two granting programs which have funds held under the EDCF. These programs are the Lighthouse Fund and the Wickline Scholarship Fund. Given that WFED manages these funds and reports to its members on these funds, the Cabinet may vote to transfer funding from either its Restricted Grant Funds or funding eligibility in the Endowment to these two funds. This transfer of funds would be in addition to the regular and annual grant making and would not change the annual grant making process.

## **Administration of Grants**

- Funding is available for nonprofit organizations, schools, churches and service organizations that meet the following criteria:
  - Have nonprofit 501(c)(3) status at the time of application submission.
  - Have an established office on the western slope of El Dorado County (El Dorado Hills to Silver Fork)
  - Provide services to the western slope of El Dorado County
- If an organization does not have an established western slope office or nonprofit status, it may collaborate or partner with a qualifying organization. The qualifying nonprofit will serve as the grant applicant. At the time of application, sponsoring agencies must submit a signed acknowledgment of their responsibilities as a fiscal sponsor.
- If an organization applying for a WFED grant is operating under the 501(c)(3) nonprofit status of another “sponsoring” organization, the “sponsoring” organization must be established and operating in El Dorado County. This does not apply to nonprofit organizations that are nationally or internationally based.
- WFED grant awards are tracked by programs funded. Multiple programs may apply under the same 501(c)(3) organization or school if the programs are distinctly different in outcomes and community members served. Programs applying for first-time funding opportunities (Acorn Grant) and operating under fiscal sponsors or school districts that have previously received funding may be eligible if the program is distinctly different in outcomes. Grant funding sit-out periods apply to funding the same program for two consecutive years.

For funding distribution, the organization receiving the highest number of membership votes will receive 100% of its funding request. The organization receiving the second highest ranking of votes will also receive 100% of its funding, to the extent that funds are available. This process will continue down the ranking until all funds are allocated. If the remaining funding for granting falls below \$2,000, then the funds will roll over to the grant cycle in the following year.

- If the grant award available is less than what an organization requested, the Grants Committee will request the organization to revise their proposal and budget showing how the lesser grant award will be used.

- The grant monies will be apportioned to the grantees consistent with the votes of the membership and approval of the WFED Cabinet and notification of the EDCF Board of Directors.
- The grant recipients must sign and return the Funding Agreement, Letter of Instruction and copy of WFED Grant Due Diligence Policy prior to the release of any grant monies. To ensure consistency with Foundation granting policies, the El Dorado Community Foundation Grant Funding Agreement should be used with WFED specific requirements outlined in the Letter of Instruction.
- In accordance with the Funding Agreement signed by grant recipients, an Interim Report is required to be submitted no later than January 31 and a Final Report is required to be submitted to WFED Site Visit Chair no later than July 31.
- If there is more Fund money available for disbursement than there are grant awardees, the money may be held over for the next year's granting.

Organizations selected for funding and who have completed the required documents will be invited to attend a grant orientation meeting where they will meet other grantees, the WFED Cabinet members they will be working with and receive the grant check.

### **Grants Due Diligence Policy**

Women's Fund El Dorado's (WFED) Cabinet has responsibility for ensuring that funded nonprofit programs use grant funds as specified in their application and voted upon by WFED members.

1. If a grantee is not able to execute the services as described in its grant proposal, the grantee must notify WFED by email prior to spending any funds that are not fully aligned with the grant proposal.
  - a. The grantee is to describe what portion of the grant it is unable to complete, to explain why the grant cannot be implemented as proposed, to propose how to achieve the outcome of the grant in a different way (as feasible) and to submit a grant/budget revision request to WFED through either the Grants Chair or assigned Site Visit Committee liaison.
  - b. In Collaboration with the Grants Chair, Site Visit Liaison and Cabinet Chair, documentation and grant/budget revision will be reviewed. The Grants Committee may recommend approval of the request to the Cabinet based on the following criteria:
    - i. The change is not deemed material to the original grant submitted and voted on by members;
    - ii. The change is material but still consistent with the original grant intent voted on by members;
    - iii. There are mitigating circumstances that the Grants Committee deems appropriate.

2. When the WFED finds that a grantee's revised grant/budget proposal does not meet the criteria above (i to iii), finds that funding was not used as approved or expenditure documentation is not consistent with the original or revised/approved grant, or finds that grant funds may be unearned, the following procedures will be followed:
  - a. The Site Visit Chair will notify the Cabinet Chair.
  - b. The Cabinet Chair, Grants Chair and Site Visit Chair will meet with the grantee. Communications will be confidential to respect the reputation of the grantee.
  - c. The Cabinet Chair will inform the Finance Committee which will review the information, discuss potential options and determine whether grant funds are unearned.
  - d. WFED may determine that all or part of the grant's funds were "unearned" and request the return of the unearned funds. Examples of unearned funds are but are not limited to:
    - i. use of grant funds that are inconsistent with the original intention of the grant application.
    - ii. grantee's reporting documentation does not justify receipt of the full grant amount (e.g., only a portion of funds were spent or only a portion of the grant was implemented.)
    - iii. grant activities were not implemented during the grant term and no extension has been requested and/or granted.
3. When there is an "unearned" funds finding, the Cabinet Chair coordinates with the Grants Chair to determine who will contact the grantee.
4. If the Finance Committee determines that all or part of the grant funds were "unearned", the Finance Committee will make a recommendation to the Cabinet for the return of the unearned funds.
5. If WFED requests the return of "unearned" funds, the nonprofit will be notified in writing by the Cabinet Chair and a request will be made for immediate repayment. A repayment plan may be considered. Unearned funds will be deposited in the restricted grants fund for future grant making.

### **E-Mail Voting Policy**

Women's Fund El Dorado conducts much of its business by email, and email voting is frequently utilized for maximum outreach and efficiency. Each Women's Fund committee will establish the most feasible structure for its voting process. For some decisions, the entire membership of Women's Fund El Dorado may vote by email.



In general, these email voting guidelines will be followed:

- An email requesting a vote will state this clearly on the Subject line of the email.
- A deadline for voting may be included.

The Women's Fund Chair or Committee Chair will summarize the vote or decision and will report on the outcome based on the majority, unless there is a prior agreement for determining the outcome differently.