



THE WOMEN'S GIVING CIRCLE OF HARFORD COUNTY
One Legacy, Many Hands

Organizational Guidelines

NAME **The Women's Giving Circle of Harford County (WGCHC)**

VISION

To affect change through collaborative giving by empowering and mentoring women as they develop in community leadership.

MISSION

The mission of the Women's Giving Circle of Harford County is to engage women of all generations in the power of community philanthropy.

The goals of the Women's Giving Circle are to:

- 1) Make a difference in Harford County by contribution of time, talents, and financial resources to women and family needs;
- 2) Educate and increase awareness of local needs;
- 3) Provide social opportunities and educational events for members through membership meetings.

MEMBERSHIP

Membership is open to individual women who wish to further support the mission and goals of the giving circle through financial support in Harford County. Members shall be further defined as individuals who annually support the giving circle with a minimum gift of \$500 and a \$50 administrative fee (total \$550). Annual membership contributions are due on or before December 15th of each calendar year. Membership is not open to groups, organizations or businesses. (Revised March 2012 and December 2013)

Each member is entitled to one vote regardless of the amount of any contribution in excess of the minimum gift. 75% of the gift funds will be used for grants; 25% will be held in an endowment fund to create a legacy for the giving circle.

FUNDS

Funds will be held and managed by Community Foundation of Harford County, Inc. (CFHC) as a group donor-advised fund. CFHC is a nonprofit 501(c) (3) organization. Gifts made to CFHC are tax-deductible as allowed by law.

FOUNDER'S CIRCLE

Founders of the Women's Giving Circle are those members who made their initial gift prior to December 31, 2010. The founders are:

Kathy Beck	Pat Hogan	Gretta McGill
Susie Bowser	Jane Howe	Tamera Rush
Drew Cook	Jayne Klein	Terry Troy
Julie Cox	Marlene Lieb	Kim Wagner
Jodi Davis		Debi Williams
Terri Garland		Orsia Young

The Founder's Circle will:

- Determine strategy, policy, mission, and vision.
- Collaborate with external groups and CFHC.
- Set annual and long-term overall goals.
- Work to understand issues affecting women and families.
- Stimulate the strategic growth of the Fund.
- Approve initial annual grant recommendations and set guidelines for consideration.
- Serve on a standing and/or *ad hoc* committee.
- Support the Fund through an annual contribution.

GIVING CIRCLE COMMITTEES

Committees of the Women's Giving Circle will:

- Be constituted of founding members and other members, as they are recruited.
- Execute and implement tasks and goals.
- Generate new ideas.
- Collaborate and communicate with other standing and *ad hoc* committees.
- Report, regularly, to the membership, including financial reports as applicable.

Committee Chairs will review committee needs and recommend a committee structure to the membership annually. The term for committee chairs will be two years.

Executive Committee

- Organize the agenda for membership meetings.
- Exercise the powers of the membership, when it cannot reasonably await a full membership meeting.
- Ensure that the mission and vision of the Women's Giving Circle are being executed.
- Consists of giving circle officers (Chair, Vice-Chair, Secretary, and Treasurer) committee chairs, and immediate past-chair (ex-officio).

Community Outreach & Engagement Committee

- Increase community awareness of The Harford County Women's Giving Circle.
- Help to develop opportunities for outreach and engagement to the Greater Harford County community.
- Identify, engage and execute outreach. (Revised October 2012)

Membership Committee

- Recruit new members.
- Implement a member orientation program.
- Review and solicit annual member contributions.
- Oversee current member status.
- Oversee nominations for the Executive Committee.
- Employer Matched donations – Giving Circle membership dues may qualify for an employer's match program. It would be each member's responsibility to obtain their employer's form and verify the qualifications. The member would get instructions on how the process works from their employer. Members would not receive an extra vote for obtaining these funds and employers would not become

WGC members. Matching gifts will be allocated in the same manner as membership dues. [Revised 3-2013]

Nomination Committee

- Prepare Slate of Officers (Revised October 2012)

Grants Committee

- Develop grants process, guidelines, application.
- Review the grant applications.
- Recommend a slate of annual grants.
- Maintain grants process and recommend changes to achieve strategic objectives.
- Oversee post grant evaluation tasks.

Ad Hoc Committees

The Women's Giving Circle may establish committees whose tasks are limited in scope and time to further its goals and priorities.

OFFICERS

- Chair
 - Provide leadership.
 - Articulate the Women's Giving Circle mission and vision.
 - Look to communicate and create alliances.
 - Facilitate Executive Committee and membership meetings.
 - Chair the Executive Committee
 - Serve, *ex officio*, on standing committees.
- Vice-chair
 - Assist the Chair in such duties as the Chair determines.
 - Perform the duties of the Chair in the Chair's absence.
- Secretary
 - Ensure that accurate minutes of the Executive Committee and membership meetings are kept and that a record of committee meetings is maintained.
 - Perform correspondence duties, as needed.
- Treasurer
 - Review financial reports as applicable.
 - Assist Membership Committee with member payments and renewals.

STAFF

The CFHC Executive Director will:

- Serve as the connection between the Women's Giving Circle and CFHC.
- Represent and maintain CFHC's priorities in context of giving circle activities.
- Link to the resources of CFHC (grant-making, communication, donor services).
- Provide long-term continuity.
- Support members in strategic growth and activities at a feasible level.
- Be a resource for connecting people and organizations.

DECISION/APPROVAL PROCESS

- Day-to-day implementation: ideas and recommendations come from committees, in consultation with staff, to the Executive Committee, where the committee members and committees work together to coordinate and make decisions.
- Grant recommendations are referred to the CFHC Board of Directors, as detailed in the fund agreement with CFHC.
- Policies go to the full membership for approval.

*Drafted and revised January 2011, approved February 2011.
Revised March, October 2012, March 2013, December 2013.*