

# **EMPTY BOWLS MONONGALIA POLICIES and PROCEDURES**

## **Gift Acceptance, Fundraising, Public Relations and Accounting**

### **INTRODUCTION**

*Empty Bowls Monongalia* (EBM) funds pass through *Your Community Foundation* (YCF), a community foundation, serving North Central West Virginia. The Community Foundation is a non-profit 501 (c)(3) organization that establishes endowment and pass-through funds to support local organizations, projects and programs. As a 501 (c)(3) entity, the Community Foundation contributions to EBM qualify for the maximum tax deductions for income and estate purposes.152218

EBM encourages the solicitation and acceptance of gifts for purposes that help the organization further fulfill its mission. EBM Board of Directors (BOD) and volunteers solicit outright and deferred gifts from individuals, foundations, businesses, corporations and faith-based communities to secure the future growth of EBM. Positive relationships among these parties are essential to EBM financial stability. Responsibility for the preservation and enhancement of philanthropy shall be retained by the BOD and carried out as herein defined.

The goal of this gift acceptance, fund development and accounting policy is to uniformly treat donors and their gifts with full disclosure and provide guidelines for the acceptance and stewardship of gifts. The provisions of this policy apply to all gifts received by EBM for any of its programs or services. Specific gifts are considered on their merits and final action is taken on those as authorized by the BOD.

### **MISSION**

Through education and continued community involvement, EBM provides resources and assistance to Monongalia County agencies supporting individuals and families threatened by food insecurity.

Empty Bowls Monongalia exists to:

- Raise as much money as possible to feed the hungry people in our county;
- Increase public awareness of hunger, food insecurity and related issues;
- Advocate for Arts Education; and
- Provide a powerful service-learning project for students of all ages.

### **ACRONYMS**

EBM	Empty Bowls Monongalia
YCF	Your Community Foundation
BOD	Board of Directors
GAC	Gift Acceptance Committee

## **LEGAL AND ETHICAL CONSIDERATIONS**

EBM cannot give accounting, tax, or legal advice but will work closely with the donor's advisors. It is strongly encouraged that each donor consults with a qualified advisor. It is the donor's responsibility to secure independent legal counsel for all gifts made to EBM.

Where appropriate, EBM seeks the advice of YCF or legal counsel in matters relating to the acceptance of gifts.

In situations where advisors retained by EBM prepare documents or render advice in any form to EBM and/or a donor to EBM, the professional involved is in the employ of EBM and is not acting on behalf of the donor in any documents or advice rendered. The documents should be reviewed by the donor's counsel prior to the completion of the gift(s).

At all times members of the BOD and other volunteers are to avoid conflicts of interest and the appearance of conflicts of interest. A conflict of interest exists whenever an EBM BOD member, volunteer, or any immediate family member of those groups has a formal relationship with an actual or prospective donor, or has a material interest in a firm that is an actual or a potential vendor to EBM.

To avoid any incidence of impropriety, EBM members of the BOD are discouraged from serving as Personal Representatives or Executors of a donor's estate, unless the donor is a relative of the member of the BOD.

All members of the BOD are to avoid acts of actual impropriety as well as acts that create the appearance of impropriety. Therefore, BOD members are discouraged from serving as Executor, Administrator or Trustee of any will or trust in which EBM is named as a beneficiary regardless of the date of the dispositive document.

EBM does not pay fees to any person as consideration for directing a gift to EBM.

EBM does not pay commissions or percentages associated with negotiation and acceptance of any form of gift.

In accordance with the Association of Fundraising Professionals' Code of Ethical Principles & Standards of Professional Practice, no fundraiser is compensated based on a percentage of funds raised or on a contingent basis. Independent contractors and consultants are compensated on a project basis.

# I. POLICY ADMINISTRATION

## A. Gift Acceptance Committee

1. Whenever the term “gift acceptance committee” (GAC) is referred to in this policy, it consists, at a minimum, of the following individuals:
  - a. President of EBM or his or her designee
  - b. Chair(s) of the fundraising committee
  - c. Chair(s) of the public relations committee
  - d. Treasurer
  - e. Chair(s) of the agency liaison committee
2. The gift acceptance committee is charged with the following responsibilities:
  - a. Reviewing this policy on an annual basis;
  - b. Recommending any changes to this policy to the BOD;
  - c. Reviewing all restricted gifts made to EBM;
  - d. Reviewing all major non-cash gifts made to EBM;
  - e. Determining when legal counsel is required for the review of a gift;
  - f. Determining when an independent appraisal is required for a gift;
  - g. Coordinating with YCF for approval of accepting gifts;
  - h. Approving exceptions to this policy;
  - i. Other appropriate matters that relate to the acceptance of gifts, and
  - j. Developing the EBM annual budget.

## B. Authority for Fund Development

1. The BOD has the authority and stewardship responsibility for the following:
  - a. All methods and techniques of fundraising activity;
  - b. All forms of contributions received;
  - c. Disbursement of contribution revenues in exclusive support of the mission of EBM.
2. The fundraising and public relations committees are responsible to the BOD for day-to-day management of all fundraising activities.
  - a. The fundraising committee consists, at a minimum of the following individuals:
    - Chair(s) of the fundraising committee
    - Coordinator of mail programs
    - Coordinator of major gifts
    - Coordinator of youth fundraising
    - Grant writer
    - Endowment coordinator
    - Special events coordinator
    - Coordinator of ticket sales
    - Coordinator of raffle sales
  - b. The specific duties of the fundraising committee are as follows:
    - Leadership, management, and direct support of a diversified fundraising program;

- Acknowledgement of all gifts and maintenance of donor records and recognition;
  - Accounting for all gifts received;
  - Accounting for all expenses, and
  - Development of annual EBM budget.
- c. The public relations committee consists, at a minimum, of the following individuals:
- Chair(s) of the public relations committee
  - Webmaster
  - Community education coordinator
  - Faith-based coordinator
  - Newsletter editor
  - Annual report editor
  - Publications editors
  - Graphic artist
  - Photographer
- d. The specific duties of the public relations committee are as follows:
- Build community EBM awareness and the organization's value to the community through written or verbal communication, opinion leaders, news media and other community networks.
  - Increase public awareness of hunger, food insecurity and related issues through community education programs. Advocate for Arts Education and provide a powerful service-learning project for students of all ages;
  - Create news articles highlighting recent activities of EBM or its agencies and submitting to:
    - Media
    - EBM web
    - City newsletter
    - Other appropriate monthly publications;
  - Designs all publications and print materials promoting EBM;
  - Maintain EBM website, keeping current;
  - Prepares and submits media releases;
  - Assists with the development of EBM annual budget.
- e. The chair(s), or in the absence of the chair(s), the President must review all written materials submitted to the media, text for publications and flyers prior to submission.
- f. The chair(s) or their designee is to coordinate all contacts with vendors and media. **No EBM BOD member or a volunteer are to contact public relations vendors or the media on their own.**
- g. Active volunteer participation in the fund development and public relations programs is essential to the success of fundraising.

3. Management of Fund Development Activities
  - a. Priorities for public participation and support shall be established by the BOD and carried out by the fundraising and public relations committees.
  - b. All fundraising activities shall be approved in advance by the fundraising chair(s). Goals and budgets associated with their achievement shall be prepared in advance of active public activities.
4. Procedures for Approval for Gift Solicitation
  - a. All priorities for fundraising are established by BOD, including budgetary authorization.
  - b. Those programs appropriate for fundraising support are identified, and evaluation is performed by the fundraising and public relations committees to assess anticipated public support, budget and volunteer requirements for successful solicitation.
5. Coordination of Fund Development Efforts
  - a. Prior to approaching a prospective donor for a major gift, all Board members, and volunteers, must receive approval from the fundraising chair(s) who are responsible for tracking solicitations.

C. Authority to Solicit and Receive Gifts

All committees and all members of the BOD are encouraged to identify and assist in soliciting gifts from prospective donors. **However, before making a solicitation, the individual or the committee must bring the proposed effort to the specific attention of the chair(s) of the fundraising committee so appropriate coordination is assured.**

Conversely, the chair(s) of the fundraising committee must inform the heads of various committees when major gift solicitations are contemplated or gifts benefiting their program or department are received.

The fundraising committee will coordinate the solicitation of gifts from restaurants with the food procurement chair.

1. In compliance with West Virginia law, no consultants may solicit funds for EBM, unless they are registered as a charitable solicitor.
2. Only the President or Vice President may approve and sign contracts. This includes any obligations related to grant funding.

D. Public Solicitation Procedures

1. All charitable contributions, regardless of value, form, or designated use, are made only to EBM, using its proper legal name EBM
2. Use of "EBM" for any fundraising purpose by any other organization or entity requires prior approval of the GAC
3. Calendar for Solicitation

- a. Each 12-month period has limited time for fundraising activities. Coordination and cooperation are required in planning each solicitation. Each fundraising program requires time for its own fulfillment and must also respect the preferred periods when other fundraising programs are scheduled.
  - b. **The calendar for solicitation shall be reviewed and approved by the BOD, no later than May 30 for the following fiscal year. The fundraising and public relations committees may make modifications to the calendar to ensure that annual fundraising goals are met.**
4. Special Events – Project Campaigns
- a. Any special event or project campaign requires approval of the fundraising committee prior to initiation, based on the following:
    - Appropriate fit to the existing calendar of fundraising activities;
    - Recruitment of an adequate volunteer committee or sponsoring agency or organization; and
    - Demonstrated potential for income.
  - b. Separate solicitation programs may be developed to meet urgent priorities or to take advantage of special opportunities offered by donors that match well with current fund development objectives.

*E. Restricted and Unrestricted Monies*

All restricted and unrestricted monies received by EBM are use or invested under the guidelines of the investment policies of YCF.

*F. Agency Liaison Committee Duties*

1. Establish criteria for agencies to receive funding from EBM;
2. Develop agency applications and distribute to agencies;
3. Make site visits to funded agencies to learn of services provided;
4. Review agency applications and make recommendations to EBM, BOD for funding of agencies;
5. Coordinate donations of foods donated to EBM to funded agencies;
6. Supply statistical information to the public relations and fundraising committees; and
7. Assist in the development of the EBM annual budget.

*G. Treasurer Duties*

1. Ensure that monthly revenue, expense and fund balance reports are prepared, reviewed and approved by the BOD;
2. Monitor financial reports, informing BOD of major variances;

3. Receive teller reports, verify funds reported and forward funds to YCF for deposit;
4. Transfer cash receipts into a cashier's check or money order to be deposited to YCF;
5. Receive BOD approved check requests, and forward requests to YCF for check processing along with appropriate invoices or documentation. Balance quarterly YCF financial statements with EBM financial reports;
6. Manage teller operations at all major events; and
7. Assist in the development of EBM annual budget.

*H. Accountant Duties*

1. Prepare monthly financial reports, entering data from teller reports and check requests, indicating monthly, year-to-date transactions, variances to budget and fund balances to present to the BOD at monthly meetings for approval.
2. Prepare year-end financial report indicating opening balances, revenue and expenses for the year and year-end fund balances with appropriate footnotes to be published in the EBM annual report;
3. Prepare donor Acknowledgements for all in-kind donations and maintain records of the donations; and
4. Assist in the development of the EBM annual budget.

*I. Teller Reports*

1. All donations, receipts for ticket sales (luncheon, raffle) and special event income are recorded on a teller report.
2. The teller completing reports indicates:
  - a. Date received;
  - b. Location of collection;
  - c. Name of teller;
  - d. Appropriate revenue account;
  - e. Check and cash receipts;
  - f. Copies of all checks;
3. The donation envelope and any accompanying letters with attachments is filed at the EBM office;
4. The report is to be signed and dated by the teller preparing the report;
5. The report is to be forwarded to the treasurer and accountant;

6. The report is to be forwarded to the treasurer and accountant. The original copy with attachments is to be filed at the EBM office.
7. Cash must be transferred into a cashier's check or money order to be deposited to YCF.
8. The original copy with attachments is to be filed at the EBM office.
9. **Checks are to be deposited to YCF within two (2) weeks of receipt.**

*J. Check Requests*

1. Check requests are prepared by the fundraising committee for all budgeted and non-budgeted expenses; The check request indicates the appropriate expense account to charge;
  - a. The BOD approves check requests at scheduled board meetings. All check requests are to be signed by the BOD president or vice president and forwarded to the treasurer and accountant;
  - b. The accountant must record the information for financial reports;
  - c. The treasurer must forward the signed request to YCF for check processing.

*K. Your Community Foundation (YCF)*

1. The YCF is responsible for legal, financial reporting requirements and asset management.
  - a. The Federal Tax # for YCF Inc. is maintained in the YCF offices and is made available to EBM when required;
2. No refunds of donations are permitted;
3. Overall responsibility for assuring compliance with the requirements of this policy is assigned to the chair(s) of the fundraising committee;
4. This policy remains in force until changed by the GAC.

## **II. RETENTION OF REPORTS AND FILES**

The Treasurer will keep complete and correct files of all financial transactions at the principal EBM office per the retention schedule specified for each one displayed below.

- Check requests & teller reports: Three (3) years
- Financial reports – Summary reports only after the ten-year period: Ten (10) years
- All donor correspondence: Ten (10) years

- Copies of wills and trust documents: Indefinitely

### III. DONOR CONSIDERATION AND RETENTION

#### A. Programs, Trusts, Contracts, Commitments

All programs, trust agreements, contracts or commitments benefit, first and foremost, the individual needs of the donor, and secondly, EBM.

A charitable gift that benefits EBM at the expense of the donor's interest should not be encouraged.

#### B. Unrestricted Gifts and Gifts for Specific Programs and Purposes

EBM accepts unrestricted gifts and gifts for specific programs and purposes, if such gifts are not inconsistent with its stated mission, purposes and priorities. EBM does not accept gifts that are excessively restrictive in purpose. Gifts that are restrictive include those too difficult to administer or those for purposes outside the mission of EBM.

The GAC is responsible for making final decisions on the restrictive nature of the gift, and its acceptance or refusal.

1. A donor may not restrict how their gift, bequest or endowment funds are invested by YCF on behalf of EBM;
2. Where a donor desires to place a restriction upon the use of a gift or bequest for a specific program, the donor is required to sign a legal instrument empowering the EBM BOD, after a certain stated number of years, to re-evaluate the restrictions;
3. If the original program to which the gift was restricted is no longer relevant, such as the discontinuation or alternative funding of a program for which the gift was made, the document must empower the BOD to re-designate the use to a similar program
4. In addition, this legal instrument should state that, with the written consent of the donor, the BOD may release, in whole or in part, any restriction imposed on the use of the gift.
5. If written consent of the donor cannot be obtained due to his/her death, disability, unavailability or impossibility of identification, the BOD will comply with the policies of the YCF and courts to release the restriction imposed by the donor or gift instrument on the use or investment of the funds. Under no circumstances can a release of restriction allow a fund to be used for purposes outside the mission of EBM.

#### C. Gifts In Honor of, or In Memory of

1. Any gift may be made in honor of or in memory of the donor or anyone he/she may wish to designate.

2. Notice of the person honored or memorialized must be provided in writing at the time the gift is made.
3. Notification of the gift is mailed to the third party and the gift amount is not disclosed.

D. Donor Privacy

1. All information concerning donors or prospective donors, including their names, the names of their beneficiaries, the exact amount of the gift, size of the estate or any other information for which there is a reasonable expectation of privacy and/or confidentiality, is kept strictly confidential by EBM fundraising committee chair(s) unless written permission is obtained from the donor to release such information.
2. Donors who wish to remain anonymous and not be included in published lists of donors must state so at the time of the gift. Completion of the donation remittance envelope, donor contribution record or mention of name on any correspondence accompanying the donation is deemed written permission to be included in published lists of donors.
3. Only authorized members of the fundraising committee are permitted to view donor records.
4. Donor records are maintained by the fundraising committee.
  - a. All recognition and reward accorded to donors due to their gift frequency, amounts, or cumulative total shall be in accordance with the honors and recognition guidelines contained herein.
  - b. EBM does not sell or share its donor and mailing lists with other organizations.

E. Giving Levels

**Annual sponsorship levels are based on the donor's cumulative giving total for the period of May 1 – April 30. GAC reserves the right to modify the corresponding dollar amounts to keep pace with inflation or to reflect trends in giving.**

1.	Endowments:	Planned Gifts
2.	Diamond:	\$10,000 +
3.	Emerald	\$5,000 - \$9,999
4.	Ruby:	\$2,500 - \$4,999
5.	Gold:	\$1,500 - \$2,499
6.	Silver:	\$500 - \$999
7.	Bronze:	\$250 - \$499
8.	Sustaining:	Under \$100

F. Giving Levels Recognition

Donors of these giving levels may receive the following recognition:

1. Endowments – Planned Gifts
  - a. IRS thank you letter signed by President

- b. Web posting
  - c. Web posting – “Proud Supporter” (Corporate/Business)
  - d. Banner recognition (Corporate/Business)
  - e. Event poster listing
  - f. “Thank You” advertisement
  - g. Window decal (Corporate/Business)
  - h. Listed in Annual Report
  - i. Summer Annual Report mailing – August
  - j. Kick-off reception invitation
  - k. Kick-off recognition
  - l. Plaque presentation (depending of level of gift)
2. Diamond – \$10,000 +
- a. IRS thank you letter signed by President
  - b. Web posting
  - c. Web posting – “Proud Supporter” (Corporate/Business)
  - d. Banner recognition (Corporate/Business)
  - e. Event poster listing
  - f. “Thank You” advertisement
  - g. Window decal (Corporate/Business)
  - h. Listed in Annual Report
  - i. Summer Annual Report mailing – August
  - j. Kick-off reception invitation
  - k. Kick-off recognition Plaque presentation
3. Emerald – \$5,000 - \$9,999
- a. IRS thank you letter signed by President
  - b. Web posting
  - c. Web posting – “Proud Supporter” (Corporate/Business)
  - d. Banner recognition (Corporate/Business)
  - e. Event poster listing
  - f. “Thank You” advertisement
  - g. Window decal (Corporate/Business)
  - h. Listed in Annual Report
  - i. Summer Annual Report mailing – August
  - j. Kick-off reception invitation
  - k. Kick-off recognition Plaque presentation
4. Ruby – \$2,500 - \$4,999
- a. IRS thank you letter signed by President
  - b. Web posting
  - c. Web posting – “Proud Supporter” (Corporate/Business)
  - d. Banner recognition (Corporate/Business)
  - e. Event poster listing
  - f. “Thank You” advertisement
  - g. Window decal (Corporate/Business)
  - h. Listed in Annual Report
  - i. Summer Annual Report mailing – August
  - j. Kick-off reception invitation
  - k. Kick-off recognition Certificate presentation

5. Platinum – \$1,500 and up
  - a. IRS thank you letter signed by President
  - b. Web posting
  - c. Web posting – “Proud Supporter” (Corporate/Business)
  - d. Banner recognition (Corporate/Business)
  - e. Listed on event banners
  - f. Event poster listing
  - g. “Thank You” advertisement
  - h. Window decal (Corporate/Business)
  - i. Listed in Annual Report
  - j. Summer Annual Report mailing – August
  - k. Kick-off reception invitation

6. Gold – \$1,000 - \$1,499
  - a. IRS thank you letter signed by President
  - b. Web posting
  - c. Web posting – “Proud Supporter” (Corporate/Business)
  - d. Banner recognition (Corporate/Business)
  - e. Listed on event banners
  - f. Event poster listing
  - g. “Thank You” advertisement
  - h. Window decal (Corporate/Business)
  - i. Listed in Annual Report
  - j. Summer Annual Report mailing – August
  - k. Kick-off reception invitation
  
7. Silver – \$500 - \$999
  - a. IRS thank you letter signed by President
  - b. Web posting
  - c. Web posting – “Proud Supporter” (Corporate/Business)
  - d. Banner recognition (Corporate/Business)
  - e. Event poster listing
  - f. “Thank You” advertisement
  - g. Window decal (Corporate/Business)
  - h. Listed in Annual Report
  - i. Summer Annual Report mailing – August
  - j. Kick-off reception invitation
  
8. Bronze – \$250 - \$499
  - a. IRS thank you letter signed by President
  - b. Web posting
  - c. Event poster listing
  - d. “Thank You” advertisement
  - e. Window decal (Corporate/Business)
  - f. Listed in Annual Report
  - g. Kick-off reception invitation
  
9. Copper – \$100 - \$249
  - a. Thank you card
  - b. Web posting
  - c. Event poster listing
  - d. “Thank You” advertisement
  - e. Listed in Annual Report

G. Legacy Society

1. All planned giving donors, including those who have named EBM in their wills, are recognized per their wishes, as members of the Society in published donor lists.
2. Membership in the Society is granted to Individuals who have provided for EBM in their will or through irrevocable or revoke able deferred gift arrangements that can be confirmed in writing with a letter of intent.

3. Donors who have designated EBM as a beneficiary of retirement plan assets (e.g.: IRA, 401(k) or life insurance) are also eligible to join the Society. The exact value of the gift does not have to be discernable or disclosed to EBM to qualify for membership in the Society.

*H. Honors and Recognition – Major Donors*

1. Formal recognition of major financial donors to EBM at the Diamond, Emerald and Ruby levels is made at the kick-off reception.
2. Presentation of an award may be made to individuals, businesses and foundations or other groups recommended by the fundraising and public relations committee.

*I. Honors and Recognition – Volunteers and Community Support*

1. EBM may establish and present, at its pleasure, such awards upon individuals, community organizations or institutions in recognition for voluntary or financial contributions. These awards may be given as such time and on such occasions as the BOD determines appropriate.
2. Recommendations for presenting an award are directed to the fundraising and public relations committees which confer with the BOD before action is taken.
3. Consideration of recognition will include the following:
  - a. Benefit to EBM;
  - b. Visibility and prominence accorded to the honoree; and
  - c. Use of honors and recognition to further the goals and objectives of EBM in financial gain and in public recognition and respect;

*J. Public Notice*

1. Honors and recognition decisions present opportunities for public announcement agreement for such public notice is requested of each honoree, or his/her family or representative(s), in advance. Honorees can notify family and friends and invite their participation with EBM in any ceremony or reception conducted in connection with the presentation. The fundraising and public relations committees are responsible for such public notice.
2. Various forms of recognition are available in accordance with the wished of the donor. Details as to form are included in recommendations submitted to the fundraising and public relations committees. Forms of recognition may be among, but not limited to, the following:
  - a. Receptions;
  - b. Plaques;
  - c. Gifts to donors and honorees;
  - d. Reports in EBM publications; and
  - e. Other forms of recognition deemed appropriate and approved.
3. Materials, typeface, and presentation forms must be consistent with the graphics standards established by EBM. The application of overall visual

aids, signage, and graphics must be in accordance with graphics standards established by EBM.

## IV. GENERAL GIFT ACCEPTANCE

### A. Processing Gifts and Donations

1. **NOTE: Gifts in any form received after April 30, are credited to the next campaign year.**
2. Both ticket and raffle sales receipts are included in these requirements.
3. Gifts and donations shall be recorded as of the date received by the fundraising committee.
4. When a gift or donation (including ticket and raffle sales), is received, a copy of the check and remittance envelope, as well as any letter accompanying the gift or donation shall be attached to the teller report.
5. The correct revenue account if designated of the teller reports, including any special designations.
  - a. The revenue accounts are as follows:
    - Public Donations;
    - Major Gifts;
    - Foundations;
    - Faith-Based Organizations;
    - Youth Fundraising;
    - Civic;
    - Government;
    - Special Events;
    - Online Ticket Sales;
    - Ticket Sales;
    - Raffle Sales;
    - Event Donations;
    - T-Shirt Sales;
    - Temporarily Restricted – Specify the Restriction;
    - Endowments
6. The fundraising committee is responsible for forwarding completed teller reports to the accountant recording that information in the accounting records.
7. The Treasurer is responsible for forwarding receipts to YCF on a timely basis for deposit. See Treasurer Duties for further requirements.

### B. Crediting Gifts – Major Gifts

1. The gross dollar amount of donations made through YCF are credited to a donor for recognition purposes.

- a. For accounting purposes, the donation amounts are recorded **NET, AFTER YCF's ADMINISTRATIVE FEES.**
  - b. Donors do not receive credit for YCF's donations until substantiation is received from YCF or the donor provides written documentation of the gift.
2. Corporate matching gifts are encouraged. The donor receives recognition credit for the match.

C. Pledges

1. Pledges are considered on a case-by-case basis;
2. Pledges may be fulfilled on a schedule established by the donor over a specified period, up to a maximum of five (5) years from the date of the pledge.

D. Use of Grant Funds

1. All grant funds given to EBM shall be spent in accordance with the funding agreement as specified by each grant.
2. Agencies receiving funding from EBM through grant funds are required to sign grant assurances indicating that the agency will abide by the policies and requirements of the grant and provide written reports as specified to the fundraising committee, with a copy to the agency liaison committee.
3. EBM reserves the right to request grant funds be returned to EBM if an entity does not use the funds in accordance with the mission of EBM and for its stated purpose.
4. As the grantee, EBM will act as the administrator for the grant funds provided to the agency and will maintain fiduciary responsibility for the expenditure of funds.
5. Prior to submission of a grant proposal, the fundraising committee is responsible for verifying that EBM can use the funds as requested.

E. Gift Acknowledgement and Substantiation

All donors are furnished with gift Acknowledgements as soon as possible after receipt of a gift.

YCFR sends receipts for all donations received benefiting EBM.

The fundraising committee is responsible for assuring that EBM gift Acknowledgements are sent to all donors.

Overall responsibility for assuring compliance with the Internal Revenue Service (IRS) requirements regarding gift acknowledgement and substantiation belongs to the EBM Treasurer.

1. Acknowledgement for all gifts over \$250 and gifts of \$75 or more for which a benefit was offered by EBM to the donor, whether the benefit was utilized by the donor or not, includes proper language related to valuation

of the donor's deduction permitted as stated in the then current IRS regulations.

2. The acknowledgement shall include the following language:  
*"Please note that you received no goods or services from Empty Bowls Monongalia in conjunction with your contribution. Keep this receipt with your tax records for the year of your gift. Your charitable deduction may be disallowed if you are unable to provide this acknowledgement to the Internal Revenue Service upon request."*
3. Gift receipts for in-kind donations are signed by the Treasurer or Accountant.
4. The fundraising committee is responsible for keeping records of all gift Acknowledgements.

**F. Ownership of Gifts**

Title to property donated to EBM shall be held by YCF, not by a single committee or program.

**G. Evaluation and Acceptance of Certain Types of Gifts**

1. The GAC recommends acceptance of gifts with reversionary interests or other donor restrictions to the BOD for approval. This includes:
  - a. All gifts with life estate interests;
  - b. Any gifts that require the establishment of a new program;
  - c. Gifts with naming rights; and
  - d. Gifts with a time schedule or conditions, such as matching gifts.
2. The acceptance of in-kind gifts is based upon the relevance to the mission of EBM and/or the financial benefit to accepting said gift.
3. The authority and responsibility for prompt, careful evaluation and acceptance or declination of these gifts lies with the GAC.

**H. Declining Gifts**

Gifts may have to be declined under certain conditions including, but not limited to, the following:

1. The gift is restricted and requires support from other resources that are unavailable, inadequate, or may be needed for other institutional purposes.
2. The gift is restricted and supports a purpose or program peripheral to existing principal purposes of EBM or creates or perpetuates programs or obligations that dissipate resources or deflect energies from other programs or purposes.

3. The gift injures the reputation or standing of EBM or generates such controversy as to substantially frustrate and defeat the purpose to be served.

I. Gifts Requiring Financial Commitment from the Organization

**EBM cannot accept matching gifts benefiting a specific agency or program.**

Sometimes gifts require a present or future financial commitment from EBM over and above the amount pledged. Before soliciting or accepting any gift that requires a present or future financial commitment from EBM, approval shall be obtained from the BOD. Examples of some gift-related commitments include the following:

1. To continue a project after the gift has terminated or been exhausted;
2. To establish a permanent, interest-bearing fund when the gift amount is not large enough to carry out its specified purpose; and/or
3. To finance and/or administer a project outside the routine functioning and operation of the organization.

J. Advertised Gift Program Designations

Unrestricted gifts are encouraged. However, restricted gift solicitations to support a specific program may also be made.

## V. **OUTRIGHT GIFTS**

A. Amounts of Outright Gifts

1. Unrestricted, outright gifts are acceptable in any amount.

B. Cash, Checks, Money Orders

1. EBM will accept gifts in the form of cash, checks and money orders;
2. All cash gifts must be transferred into a cashier's check or money order to be deposited at YCF; No volunteer is authorized to transfer cash gifts to a cashier's check or money order. Only authorized EBM personnel designated are authorized to do so;
3. All checks and money orders must be made payable to EBM and should NOT be made payable to volunteers for credit to EBM;
4. All receipts shall be deposited in the ordinary course of business by the person responsible within EBM. No volunteer is authorized to delay deposit.
5. Online donations may be made through the web to YCF. All online donations are subject to a nominal fee from the payment processing agent.

C. Publicly Traded Securities

Securities, which are traded on the New York Stock Exchange, American Stock Exchange, NASDAQ, or other readily available markets, are accepted by EBM. The gift of any securities with market restrictions must be approved by YCF.

1. Securities accepted by EBM are generally sold as soon as practicable, unless it is recommended by YCF to hold the securities as investments of EBM.
2. To maximize tax-saving benefits to the donor, it is advised that donors transfer appreciated securities directly to EBM instead of selling the securities and gifting the proceeds. To maximize their capital loss deductions, donors are advised to sell depreciated securities and gift the proceeds to EBM.
3. The donor is responsible for contacting their financial professional to inform them of the desire to transfer shares of securities to EBM. YCF may assist in the gift process by contacting the financial professional to ensure the transaction takes place in as short a time as possible.
4. Securities are recorded and valued the date they are deposited to the YCF account.
  - a. Valuation of a gift of a security is derived from the mean of the high and low prices per share on the date of the gift;
  - b. For bonds donated, accrued interest is also included in the gift amount.

*D. Personal Property Gifts*

1. Personal Property Gifts, known as “In-Kind Gifts” refers to the donation of goods and services.
2. Acceptable items include, but are not limited to, the following:
  - a. Non-perishable food, if in sufficient quantities and in unopened original packaging suitable for distribution to food pantries;
  - b. Food and disposable products required for event functions for approved sources;
  - c. Tickets to sporting and entertainments events suitable for raffles or auctions;
  - d. Advertising and printing services to promote EBM and its mission;
  - e. Professional services (e.g. legal, graphic design, accounting, etc.) and partial donations of services (e.g. Discounted rates);
  - f. Decorations suitable for the event luncheon or other EBM events;
  - g. Arts & crafts supplies, suitable for EBM and its mission;
  - h. Works of art suitable for raffles or auctions;
  - i. Gift certificates, new products, or other items suitable for use as prizes or auction items;
  - j. Office supplies suitable to support:
    - Fundraising;
    - Public relations;
    - Volunteer services,

- Agency Liaison Community;
  - Community education;
  - Community education
  - Faith-based programs
- k. Ceramic bowls from local potters, students and artists for distribution at the annual event luncheon.
3. All in-kind gifts must be reported to the fundraising and public relations committees.
- a. The Accountant shall maintain records of all in-kind gifts when the quantity is insufficient for equitable distribution;
  - b. The Accountant shall acknowledge all in-kind gifts received with a thank you letter containing a description of the donation and its value;
  - c. Only new and “gently used” in-kind items are accepted;
  - d. EBM reserves the right to decline any in-kind gifts when the quantity is insufficient for equitable distribution;
  - e. Gift Cards
    - Donors of in-kind gift cards are credited for the estimated value of the donation;
  - f. In-kind gifts requiring IRS receipts will be furnished.
4. In-Kind Gift Recognition is as follows:
- a. Thank you letter with IRS statement as appropriate or required;
  - b. Web posting;
  - c. Event poster listing;
  - d. Thank advertisement;
5. Gifts of Service Receipts
- Gift receipts are not issued for gifts of general service. Gifts of general service fall under the purview of the volunteer coordinator and they are recognized appropriately.
- The Volunteer Coordinators shall maintain records of the hours that volunteers have worked for specific activities.
- Volunteers may be reimbursed for expense incurred on behalf of EBM, upon request with appropriate receipts and approval of the BOD.

*E. Other Property & Considerations*

1. Special consideration is always given to the nature of any gift and whether it fits with the mission of EBM prior to acceptance of any property, whether real or personal.

2. Other types of gifts not mentioned in this policy may be acceptable, within reason, for the purpose given and in an amount, appropriate for the gift type. The GAC shall use fiscally and legally sound rationale for acceptance. This policy serves as a general guideline under such circumstances.

F. Bequests

1. A bequest is a gift of any amount or form made to EBM in a donor's will. Bequests may provide for a specific dollar amount in cash, specific securities, or specific articles of tangible personal property.
2. Donors may make bequest provisions that name EBM as any of the following:
  - a. Sole beneficiary;
  - b. Beneficiary of a portion of the estate (e.g., 30%, 50%, etc.);
  - c. Beneficiary of the remainder of an estate or a portion of the remainder of an estate after specific needs have been fulfilled.
  - d. Beneficiary of a specific dollar legacy; or
  - e. Contingent beneficiary.
3. Gifts can be made to EBM through the execution of a new will or through a codicil to an existing will.
4. Gifts can be made outside a will for the benefit of Empty Bowls; or can include a beneficiary on appraised securities, retirement plans, annuities or life insurance policies.
5. All bequests and gifts outside a will are to be referred to YCF.

G. Endowment Fund

The EBM endowment fund was established in November 2012. The fund is "devoted solely to the purpose of supporting Empty Bowls Monongalia or local hunger relief projects and agencies that provide hunger relief in the Monongalia County areas or to raise public awareness of food security and related issues."

1. The funds are invested with YCF;
2. Gifts to the endowment may be sent to EBM or YCF directly;
3. Income from the endowment is reinvested in the fund.

# **EMPTY BOWLS MONONGALIA POLICIES and PROCEDURES**

## **Gift Acceptance, Fundraising, Public Relations and Accounting**

### **Attachments**

- A. EBM Donor Bill of Rights
- B. Committee and Position Summaries and Requirements
- C. YCF – EBM Tax Relationship
- D. YCF – IRS 501 (C)(3) Determination Letter
- E. YCF – W-9

DETAILED POSITION DESCRIPTIONS FOLLOW BILL OF RIGHTS

# EBM Donor Bill of Rights

## EMPTY BOWLS MONONGALIA – DONOR BILL OF RIGHTS

**PHILANTHROPY** is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the public, so donors and prospective donors have full confidence in Empty Bowls Monongalia and its mission, we declare that all donors have these rights.

I.

To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purpose.

II.

To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III.

To have access to the organization's most recent financial statements.

IV.

To be assured their gifts will be used for the purposes for which they were given.

V.

To receive appropriate acknowledgment and recognition.

VI.

To be assured that the information about their donation is handled with respect and confidentiality to the extent provided by law.

VII.

To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII.

To be informed that those seeking donations are volunteers and that there are no paid employees or hired solicitors.

IX.

To be free to ask questions when donating and to receive prompt, truthful forthright answers.

**Adopted from AFP – Donor Bill of Rights**

## Position Summary of EBM Titles and Positions

Note: Detailed Position Description Duties follow these Position Summaries

### 1. Director – BOD Position Description

- The Director will support the mission of Empty Bowls Monongalia (EBM) providing leadership and strategic governance. The board of EBM is a volunteer working board with no paid staff. All board members are responsible for carrying out the functions of the board to accomplish the mission of the Organization. Involvement of each member is both critical and expected. Specific board member responsibilities include participation in one or more committees as a working member or to serve as the President of the Board of Directors, as elected.

### 2. Fundraising Team Position Descriptions

- **Gift Acceptance Committee**  
The Gift Acceptance Committee is composed of the President or his/her designee, the Chair(s) of the fundraising committee, the Chair(s) of the Public Relations Committee, the Treasurer and the Chair(s) of the Agency Liaison Committee.
- *Finance Chair(s)*  
The Finance Committee Chair(s) will serve as members of the BOD, serving as the lead fundraising spokespersons for EBM. The Fundraising-Finance Committee Chair(s) is responsible for developing a diversified comprehensive year-round fundraising program to support the mission of EBM.
- *Mail Coordinator*  
This position is considered a leadership member of the Fundraising Team. The volunteer coordinates all aspects of EBM mail programs including donor research, mailing, donor Acknowledgements, and tracking of donations.
- *Mail Assembly Coordinator*  
This volunteer position is considered a member of the Mailing Committee, which is a subcommittee of the Fundraising Team. The Mail Assembly Coordinator will obtain addressed envelopes and corresponding letters, written to the same individual or group specified on the envelopes, as well as specific information to be stuffed in the envelopes with the letters. The Mail Assembly Coordinator will organize the material to be mailed and instruct volunteers how to assemble the mailings. The mailings are designed to build community awareness about EBM, the value of the organization to the community throughout the year, and to solicit donations to EBM
- *Major Gift Coordinator*  
This position is considered a leadership member of the Fundraising Team. The volunteer coordinates all aspects of the Major Gift solicitation program to support the mission of EBM. The Major Gift Coordinator works in partnership with the Fundraising Team and the BOD in identifying, cultivating, soliciting and stewardship of potential donors.

- *Major Gifts Solicitation Team Member*  
The volunteer team members solicit major gift contributions from the public and community businesses to support the EBM mission. The solicitation schedule and assignments are developed by the Major Gifts Coordinator.
- *Youth Fundraising Coordinator*  
The Youth Fundraising Coordinator is considered a leadership member of the fundraising team. The coordinator is responsible for promoting the mission of EBM to youth of all ages in the county. The coordinator is responsible for developing, organizing and implementing a variety of fundraising programs targeted at the youth community in Monongalia County.
- *\*Grant Writer – Under development\**
- *Endowment Planned Gifts Coordinator*  
This position is considered a leadership member of the Fundraising Team. The coordinator is responsible for seeking out opportunities and developing and implementing programs to identify, cultivate and solicit prospects to provide strong financial support for the future.
- *Special Events Coordinator*  
This position is considered a leadership member of the Fundraising Team. The coordinator assists in the cultivation and coordinating of external fundraising events benefiting EBM.
- *Ticket Coordinator*  
The Ticket Coordinator serves as a member of the BOD, promoting and coordinating the sale of all EBM luncheon tickets throughout the community.
- *Raffle Coordinator*  
The Raffle Coordinator serves as a member of the BOD, coordinating all activities associated with EBM raffle sales.
- *Treasurer*  
The Treasurer serves as an officer of the BPD, serving as its Chief Financial Officer. The treasurer is responsible for managing and reporting the finances of EBM to the BOD.
- *Accountant*  
The Accountant prepares monthly financial reports to present to the BOD at their monthly meetings.
- *Legal Affairs Advisor*  
The Legal Affairs Advisor may be a member, or an ex-officio member of the BOD. The legal affairs advisor is responsible for overseeing the legal affairs of Empty Bowls Monongalia.
- *Agency Liaison Committee Chair(s)*  
The Agency Liaison Committee Chair(s) serves as a member of the BOD, serves as the lead representative between WBM and funded agencies. The agency liaison chair(s) is responsible for recommending EBM grant awards to agencies providing services to the food insecure population in Monongalia County and coordinating other activities between funded agencies and EBM.

### 3. Public Relations Team Position Descriptions

- *Public Relations Chair(s)*  
The Public Relations Chair(s) serves as a member of the BOD, serving as the chief public relations spokesperson for EBM. The public relations Chair is responsible for developing a comprehensive year-round public relations program keeping the public informed about the mission and activities of EBM.
- *Web and Tech Advisor*  
The Web and Tech Advisor serves as a member of the BOD, and a member of the Public Relations Committee. The web and tech advisor is responsible for creating and maintaining an outstanding website informing the public of the EBM mission and current activities by posting them on the social media sites. They also assist with integrating technology into the activities of EBM going forward.
- *Newsletter Editor*  
This volunteer is considered a leadership member of the Public Relations Committee. The Newsletter Editor will write monthly, or as requested, short articles (two or three paragraphs) highlighting recent activities of EBM or its agencies – submitting to EBM web, Chamber of Commerce newsletter, city newsletter and other relevant monthly publications or other outlets as appropriate to the EBM mission. The articles shall be designed to build community awareness about EBM and the value of the organization to the community throughout the year.
- *Community Education Chair*  
The Community Education Chair serves as a member of the BOD, promoting the mission of EBM to the community. The chair is responsible for increasing awareness of hunger, food insecurity and related issues to the community through educational presentations to all segments of the community.
- *Faith-Based Coordinator*  
The Faith-Based Coordinator serves as a member of the BOD, promoting the mission of EBM to the faith-based community. The faith-based coordinator is responsible for increasing awareness of hunger, food insecurity and related issues in the faith-based community. This position is responsible for coordinating the EBM luncheon ticket sales, raffle sales, cookie donations and recruitment of volunteers to assist with the EBM luncheon.

# EMPTY BOWLS MONONGALIA (EBM)

## DETAILED POSITION DESCRIPTIONS

1. Board of Directors	.....Page 31
2. Gift Acceptance Committee	.....Page 33
3. Fundraising-Finance Chair(s)	.....Page 34
4. Mail Coordinator	.....Page 36
5. Mail Assembly Coordinator	.....Page 37
6. Major Gift Coordinator	.....Page 38
7. Major Gift Solicitation Team	.....Page 39
8. Youth Fundraising Coordinator	.....Page 40
9. <i>*Grant Writer – Under Development*</i>	.....Page 41
10. Endowment Planned Gifts Coordinator	.....Page 42
11. Special Events Coordinator	.....Page 43
12. Ticket Coordinator	.....Page 44
13. Raffle Coordinator	.....Page 45
14. Treasurer	.....Page 46
15. Accountant	.....Page 47
16. Legal Affairs Advisor	.....Page 48
17. Agency Liaison Committee Chair(s)	.....Page 49
18. Public Relations Chair(s)	.....Page 50
19. Web and Technology Advisor	.....Page 51
20. Newsletter Editor	.....Page 52
21. Community Education Chair	.....Page 53
22. Faith-Based Coordinator	.....Page 54
23. YCF – EBM Tax Relationship	.....Page tbd
24. YCF – IRS 501 (c)(3) Determination Letter	.....Page tbd
25. YCF – W-9	.....Page tbd

Empty Bowls Monongalia (EBM)  
Position Description

**Position:** Director

**Summary:** The director will support the mission of Empty Bowls Monongalia (EBM) providing leadership and strategic governance. The board of EBM is a volunteer working board with no paid staff. All board members are responsible for carrying out the functions of the board to accomplish the mission of the organization. Involvement of each member is both critical and expected. Specific board member responsibilities include participation in one or more committees as a working member or to service as the president of the board of directors.

**Empty Bowls Mission:**

Through education and continuing community involvement, Empty Bowls Monongalia provides resources and assistance to Monongalia County agencies that support individuals and families threatened by food insecurity.

**Primary Goals:**

- To raise as much money as possible to feed hungry people in Monongalia County;
- To increase public awareness of hunger, food insecurity and related issues;
- To advocate for arts education; and
- To provide a powerful service learning project for students of all ages.
- In addition to the qualifications for BOD directors the specific qualifications for the grants committee chair include:
  - Knowledge of food insecurity
  - Knowledge of agencies that provide service to the food insecure population
  - Good organizational skills

**Leadership, Governance and Oversight Responsibilities:**

- Attend board meetings-monthly: March – December. Bi-weekly: January & February;
- Review board agenda and supporting materials at board meetings
- Approve EBM annual budget
- Approve monthly revenue, expense and fund balance reports
- Provide oversight of all EBM programs and services
- Making financial contributions that is commensurate with their capacity to the annual fundraising campaign
- Assist with identifying prospective financial donors
- Solicit contributions for the annual fundraising campaign or endowment
- Assist with fundraising activities as requested
- Serve on a board committee or task force
- Committees include, but are not limited to:
  - Fundraising/Finance
  - Public Relations – including web page and Facebook
  - Food Procurement
  - Agency relations and grant distribution
  - Bowl Procurement
  - Volunteer Services

- Event Operations
- Ticket Sales
- Community Education
- Attending the Empty Bowls Luncheon and other special events
- Acting as an ambassador for Empty Bowls Monongalia
- Assist with identifying and recruiting of new board members

**Term:** Three-year term. May be reelected for a second three-year term

**Qualifications:**

Demonstrated leadership in business, philanthropy, or the non-profit sector. His or her accomplishments will allow him or her to attract other well qualified, high performing board members.

- The ideal candidate will possess the following qualifications:
  - A commitment to and understanding of Empty Bowls beneficiaries, both agencies and the food insecure population served by the agencies;
  - Diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals; and
  - Personal qualities of integrity, credibility, and a passion for improving the lives of Monongalia County citizens.

**NOTE:** Serving on the EBM Board of Directors is without remuneration. Board members may be reimbursed for expenses that they incur while carrying out a BOD purchase. These expenses must be submitted to the board for reimbursement and approved by board vote.

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** Gift Acceptance Committee

**Summary:**

The Gift Acceptance Committee is composed of: the president or his/her designee; Chair(s) of the fundraising committee; chair(s) of the public relations committee; Treasurer, and chair(s) of the agency liaison committee.

**Responsibilities:**

- Reviewing the gift acceptance policy and recommending changes to the BOD.
- Reviewing all restricted gifts made to EBM.
- Reviewing all major-non-cash gifts made to EBM.
- Determining when legal council is required for the review of the gift.
- Determining when and independent appraisal is required for the gift.
- Coordinating with YCF for approval of accepting gifts.
- Approving exceptions to this policy.
- Other issues related to the policy.
- Developing the annual EBM budget

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** Fundraising- Finance Chair(s)

**Summary:** The fundraising – finance committee chair(s) serves as members of the BOD, serving as the lead fundraising spokespersons for EBM. The fundraising-finance committee chair(s) is responsible for developing a diversified comprehensive year-round fundraising program to support the mission of EBM.

**Responsibilities:**

- Attend board meetings:
  - March – December: Monthly
  - January: Bi-weekly
  - February: Weekly
- Responsible for carrying out the duties of directors of EBM.
- Specific duties of the fundraising-finance chair include:
- Attend Gift Acceptance Committee meetings
- Attend Fundraising – PR Committee meetings
- Develops, provides leadership and management of a diversified comprehensive year-round fundraising program consisting of:
  - Direct mail
  - Major gifts
  - Donor cultivation
  - Youth fundraising
  - Civic and government funding
  - Grant funding
  - Special event funding
  - Ticket sales – luncheon and raffle
  - Endowment
- Develops annual budget with Gift Acceptance Committee
- Acknowledges all gifts, maintains donor records and provides recognition
- Coordinates with Treasurer and Accounting Clerk all aspects of financial reporting
- Ensures monthly financial reports are presented to the BOD
- Reviews all check requests and recommends approval for funding
- Provides BOD information on effective fundraising policies and procedures
- Reviews and updates on annual basis EBM Gift Acceptance, Fundraising, Public Relations and Accounting Policies and Procedures and makes recommendation to EBM BOD for changes
- Coordinates with Public Relations Chair
- Implementation of comprehensive year-round public relations program keeping the public informed about the mission and activities of EBM
- Coordinates with Agency Liaison Committee chair(s)
- Ensures agency applications include information required by EBM committees
- Provides statistical information requested by EBM committees
- Prepares annual report of activities of the fundraising – finance committee

**Term:** Three-year term. May be elected for a second three-year term.

**Qualifications:**

- In addition to the qualifications for BOD directors the specific qualifications for the fundraising – finance committee include:
  - Basic knowledge of the principals of fundraising, accounting and public relations
  - Knowledge of the community
  - Good organizational skills
  - Good entrepreneurial leadership, communication, presentation, writing and interpersonal skills
  - Capacity for innovate and creative thinking

**Time Commitment:**

- Average of twenty hours per month
- Position may be held by two individuals

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** Mail Coordinator

**Summary:** This position is considered a leadership member of the Fundraising Team. The volunteer coordinates all aspects of Empty Bowls mail programs including donor research, mailing, donor acknowledgments, and tracking of donations.

**Responsibilities:**

- Serves as a member of the Fundraising Team. Attends Fundraising Team meetings.
- Attends Community Affairs Committee meetings.
- Coordinates all aspects of mailings for Empty Bowls committees including but not limited to:
  - Donor cultivation mailings
  - Event mailings
  - Mail solicitations
  - Committee mailings
- Researches possible donor lists to add to the master mailing lists, coordinating with the volunteer donor research coordinator.
- Adds names of prospects to master mailing lists
- Creates additional mailings lists to support various committees
- Ensures that appropriate solicitation or committee communications are created to support mailings
- Coordinates the printing of mailings to ensure that printing and mailing schedules are met.
- Coordinates the assembly of all mailings.
- Prepares "Thank You" cards for all donations – financial & in kind
- Maintains donor listings – financial & in kind
- Forwards appropriate information to be posted on EB web
- Records donations on contribution lists
- Coordinates with Fundraising Committee chairs as needed

**Qualifications:**

- Must have good interpersonal skills
- Must be able to communicate effectively
- Must be detailed oriented
- Must be able to work independently
- Must be proficient in Word & Excel programs
- Must maintain **confidentially** always

**Time Commitment:**

- Average of five hours after event till fall
- Average of ten to fifteen hours commencing in fall through event

Empty Bowls Monongalia (EBM)  
Fundraising Team Position Description

**Position:** Mail Assembly Coordinator

**Summary:** The volunteer is considered a member the Mailing Committee, which is a sub-committee of the Fundraising Team. The Mail Assembly Coordinator will obtain addressed envelopes and corresponding letters, written to the same individual/group specified on the envelopes, as well as specific information to be 'stuffed' in the envelopes with the letters. The Mail Assembly Coordinator will organize the material to be mailed and instruct volunteers in how to assembly the mailings, being careful to have the appropriate letter in the correctly addressed envelope, and how to stamp the envelopes. The mailings are designed to build community awareness about EBM, the value of the organization to the community throughout the year, and to solicit donations to EBM.

**Responsibilities:**

- Serve as a member of the Mailings Sub-Committee of the Fundraising Team. Attend committee meetings, if requested to do so.
- Receive, via email from the Mail Coordinator, information about upcoming mailings, including the nature of mailings, content to be included in the mailings, approximate number of envelopes and timeframe for the mailings to be assembled and mailed.
- Arrange a location, date and time for assembling the mailings.
- Communicate in a timely manner with the Volunteer Coordinators the need for volunteers to help with mailings, including approximate number of volunteers the Mail Assembly Coordinator believes are needed and the location, date and time of the mailing assembly.
- Arrange for the mailing of letters on requested mail date.

**Qualifications:**

- Good organizational skills.
- Must be able to work with other volunteers and communicate clearly what volunteers need to do at the mailing assemblies.

**Time Commitment:**

- Five mailings per year, with each mail assembly taking approximately 1.5 – 2 hr.

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** Major Gift Coordinator

**Summary:** This position is considered a leadership member of the Fundraising Team. The volunteer coordinates all aspects of the Major Gift solicitation program to support the mission of EBM. Major gifts are defined as gifts of \$1,000 or more, however gifts received of \$500 or more can also be considered major gifts. The Major Gift Coordinator works in partnership with the Fundraising Team and the BOD in identifying, cultivating, soliciting and stewardship of potential donors.

**Responsibilities:**

- Serve as a member of the Fundraising Team. Attend Fundraising Team meetings.
- Attends Community Affairs Committee meetings.
- Maintains major gift donor records, including contact information, method of solicitation, gift history, acknowledgment and recognition.
- Develops with assistance from the BOD, Fundraising Team, volunteers and community leaders, donor prospects, cultivation and solicitation strategies.
- Assists with the planning of donor cultivation events and other opportunities.
- Assist with the recruitment and training of a solicitation team.
- Develops solicitation assignments with time lines for member of the BOD and solicitation team.
- Tracks the progress of solicitations reporting to the Fundraising Chair monthly.
- Maintains records of all donations received.
- Prepares all major gift donation acknowledgments for President to sign.
- Recommends donors for formal recognition to the Fundraising Chair.
- Attends cultivation events and fundraising events.
- Be an advocate in the community for EBM and its mission.

**Qualifications:**

- Knowledge of EBM and food insecurity.
- Passionate about the mission of EBM.
- Good interpersonal skills and must be willing to ask others for donations.
- Must be detailed oriented.
- Knowledge of community leaders and business community helpful.
- Must be able to communicate clearly and work independently.
- Must maintain **confidentially** always.

**Time Commitment:**

- July – January: Average of ten hours per month;
- February – June: Average of five hours per month.

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** Major Gifts Solicitation Team Member

**Summary:** The volunteer team members solicit major gift contributions from the public as well as community businesses to support the mission of EBM. The solicitation scheduler and assignments are developed by the Major Gifts Coordinator. Major gifts are defined as gifts of \$1,000 or more, however, gifts received of \$500 or more can also be considered major gifts.

Team members will receive training on major gift solicitations.

**Responsibilities:**

- Attends annual training session.
- Assists in the identification of donor prospects, cultivation and solicitation strategies.
- May be asked to attend donor cultivation events.
- Makes three to five major gift solicitations usually during the period of mid- September through mid- January.
  - Solicitations are generally made in person; however, some may be made by phone call or via US mail with follow up.
- Provides the Major Gift Coordinator with results of solicitation.
- Calls donor to thank them for their time & contribution.
- Attend fundraising functions.
- Be an advocate in the community for EBM and its mission.

**Qualifications:**

- Knowledge of EBM and food insecurity.
- Passionate about the mission of EBM.
- Willing to ask others for donations.
- Must be able to work independently
- Knowledge of community leaders and business community helpful.
- Must maintain **confidentially** always.

**Time Commitment:**

- Average of three to five hours August through January

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** Youth Fundraising Coordinator

**Summary:** This position is considered a leadership member of the fundraising team. The coordinator is responsible for promoting the mission of EMB to youth of all ages in the county. The coordinator is responsible for developing, organizing and implementing a variety of fundraising programs targeted at the youth community in Monongalia County.

**Responsibilities:**

- May attend board meeting.
- Attend Fundraising – PR Committee meetings.
- Coordinating with the community education coordinator communicates effectively with school system and university officials to advance the mission of EMB in the community.
- Meets with grade school officials to determine appropriate fundraising opportunities for three levels of grade school students.
- Meets with university officials to determine appropriate fundraising opportunities for university students and student organizations.
- Develops, organizes and implements fundraising programs for youth benefiting EMB.
- Recruits a team of volunteers to make assist with fundraising activities, coordinating with the volunteer coordinators.
- Evaluates success of programs, recommends changes to strengthen the success for future implementation.
- Prepares annual committee report including statistical information on number of fundraising programs implements and funds raised.

**Qualifications:**

- Well organized, attention to detail.
- Good communication skills.
- Must be creative.
- Some knowledge of fundraising principals helpful.
- Must be able to work with youth of all ages effectively.

**Time Commitment:**

- Average of four to five hours per month.

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** *Grant Writer Position Description*

**Summary:** *Under Development*

.

Empty Bowls Monongalia  
Position Description

**Position:** Endowment Planned Gifts Coordinator

**Summary:** This position is considered a leadership member of the fundraising team. The coordinator is responsible for seeking out opportunities and developing and implementing programs to identify, cultivate and solicit prospects to provide strong financial support for future years.

**Responsibilities:**

- May attend board meeting.
- Attends Fundraising – PR Committee meetings.
- Coordinating with the major gifts coordinator identify potential donors who have the capacity and interest to make contributions to the EBM endowment fund or to make planned gifts.
- Develops and implements a plan promoting gifts to the endowment or for planned gifts.
- Cultivates relationships with potential donors to perpetuate their giving through planned gifts or gifts to the EBM endowment fund.
- Determines when legal counsel is required for the acceptance of a gift.
- Ensures that all donors receive appropriate recognitions as outlined in the EBM Gift Acceptance, Fundraising, Public Relations and Accounting Policies and Procedures.
- Coordinating with the community education coordinator makes donor cultivation presentations to selected groups in the community.
- Prepares annual committee report including marketing programs, donor cultivation events, number of prospective donors contacted and total contributions received.

**Qualifications:**

- Knowledge of fundraising programs.
- Knowledge of endowments and planned gift programs.
- Well organized, attention to detail.
- Good communication, speaking skills.
- Good interpersonal communication skills.

**Time Commitment:**

- Average of three to five hours per month.

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** Special Events Coordinator

**Summary:** This position is considered a leadership member of the Fundraising Team.  
The coordinator assists in the coordination of EBM cultivation and fundraising events, schedules external events to keep the public aware of EBM and coordinates external fundraising events benefiting EBM

**Responsibilities:**

- May attend board meeting to inform board of upcoming events and results of previous events
- Serves as a member of the Public Relations/Fundraising Team. Attends Public Relations/Fundraising Team meetings.
- Maintain events calendar
  - Collaborates with public relations, webmaster, social media ensuring all events are publicized as appropriate
- Assist fundraising team with coordinating EBM cultivation and fundraising events
  - Assist in the development of invitation lists
- Coordinates all aspects of external events benefiting EBM including but not limited to:
  - Approaching organizations to sponsor special events
  - Collaborates with public relations committee, webmaster and social media ensuring event is publicized.
  - Coordinated advertising promotion with sponsoring organization
  - Coordinates with volunteer coordinators to schedule volunteers to assist with the event
  - Communicates with sponsoring organization ensuring all event details are coordinated between EBM and sponsoring organization
  - Attends event – providing on-site assistance as needed
  - Sends sponsoring organization acknowledgments, thanking them for their support and contribution to EBM
  - Evaluates event for future scheduling

**Qualifications:**

- Must have knowledge of community
- Must have good organizational skills
- Must be detail oriented
- Must be a self-starter
- Must be able to work independently with little supervision
- Must possess good interpersonal skills working with EBM donors, volunteers, patrons, media and members of the community

**Time Commitment:**

- Average of three to five hours per month

Empty Bowls Monongalia  
Fundraising Position Description

**Position:** Ticket Coordinator

**Summary:** The ticket coordinator serves as a member of the BOD, promoting and coordinating the sale of all EBM luncheon tickets throughout the community.

**Responsibilities:**

- Attend board meetings:
  - March – December: Monthly
  - January: Bi-weekly
  - February: Weekly
- Responsible for carrying out the duties of directors of EBM.
- Specific duties of the ticket coordinator include:
  - Arranges for the donation of printing of tickets, coordinating with the public relations chair(s).
  - Recruits team of volunteers to assist with committee responsibilities, coordinating with the chair of volunteer services.
  - Identifies local businesses to serve as ticket outlets during the months of January and February. Forwards list of outlets to the chair(s) of the public relations committee by early August.
  - Coordinates with the faith based coordinator the distribution of tickets to selected churches in early December, ensuring that receipts are collected on a two or three-week basis.
  - Coordinates the distribution of tickets to local ticket outlets for sale effective January 1, ensuring that receipts are collected on a two or three-week basis.
  - Issues tickets to all board and ex officio board members and selected leadership volunteers.
  - Issues ticket to various funded agencies that have indicated that they will sell luncheon tickets.
  - Tracks all ticket sales and forwards receipts to EBM office as quickly as time permits, ensuring that all receipts are received no later than three weeks of sales.
  - Prepares annual committee report including statistical information on the total number of tickets sold and amount of income generated from sales, the businesses that served as outlets, the number of tickets sold and amount of income generated by each outlet, and any relevant recommendations for enhancing their sale of tickets for upcoming events.

**Term:** Three-year term. May be elected for a second three-year term.

**Qualifications:**

- In addition to the qualifications for BOD the specific qualifications for the ticket coordinator include:
  - Knowledge of the community.

Empty Bowls Monongalia  
Fundraising Team - Position Description

**Position:** Raffle Coordinator

**Summary:** The raffle coordinator serves as a member of the BOD, coordinating all activities associated with EBM raffle sales.

**Responsibilities:**

- Attend board meetings:
  - March – December: Monthly
  - January: Bi-weekly
  - February: Weekly
- Responsible for carrying out the duties of directors of EBM.
- Specific duties of the raffle coordinator include:
  - Soliciting donations to include in the EBM raffles.
  - Arranges for the donation of printing of tickets, coordinating with the public relations chair(s)
  - Recruits team of volunteers to assist with committee responsibilities, coordinating with the chair of volunteer services
  - Coordinating with the public relations committee develops marketing materials for promoting raffle sales.
  - Coordinates the distribution of tickets to all board and ex official board members and selected leadership volunteers.
  - Track all ticket sales and forward receipts to EBM office as quickly as time permits, ensuring that all receipts are received no later than three weeks of sales.
  - Prepares annual committee report indicating areas of success and areas that need improvement.

**Term:** Three-year term. May be elected for a second three-year term.

**Qualifications:**

- In addition to the qualifications for BOD directors the specific qualifications for the Community Education Chair include:
  - Knowledge of the community.
  - Marketing knowledge.
  - Good organization skills – attention to detail.
  - Ability to comfortably work with money.

**Time Commitment:**

- Average of two to three hours per month March – December
- Average of five or more hours per month January and February

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** Treasurer

**Summary:** The Treasurer serves as an officer of the BOD, serving as its chief financial officer. The treasurer is responsible for managing and reporting the finances of EBM to the BOD.

**Responsibilities:**

- Attend board meetings:
  - March – December: Monthly
  - January: Bi-weekly
  - February: Weekly
- Responsible for carrying out the duties of directors of EBM.
- Attend Gift Acceptance Committee meetings
- Specific duties of the treasurer include:
  - Assisting in the development of EBM annual budget
  - Ensures that monthly revenue, expense and fund balance reports are prepared, reviewed and approved by the BOD.
  - Monitors financial reports informing the BOD of any major variances.
  - Receives teller reports, verifies for accuracy forwards funds to YCF for deposit on timely basis.
  - Forwards board approved check requests for payments to YCF for processing on timely basis.
  - Balances quarterly YCF financial statements with EBM financial reports.
  - Manages all teller operations at all events.

**Term:** Three-year term. May be elected for a second three-year term.

**Qualifications:**

- In addition to the qualifications for BOD directors the specific qualifications for the Treasurer include:
  - Basic knowledge of accounting and cash handling procedures desired.
  - Must be detailed oriented.
  - Must maintain **confidentially** always.

**Time Commitment:**

- Average of ten hours per month.

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** Accountant

**Summary:** The Accountant prepares monthly financial reports to present to the BOD at the monthly meetings.

**Responsibilities:**

- Attend board meetings:
  - March – December: Monthly
  - January: Bi-weekly
  - February: Weekly
- Account budget
  - Monthly transactions
  - Year to date transactions
  - Variance to budget
  - Fund balances
- Prepares monthly financial reports, entering data from teller reports and check requests indicating monthly, year to date transactions, variances to budget and fund balances for the treasurer to present to the BOD at their monthly meetings.
- Prepares year-end financial report indicating opening balances, revenue and expenses for the year and year end fund balances, with appropriate footnotes, to be published in EBM annual report.
- Assist in the preparation of annual budgets.
- Maintains records of all in-kind donations.
- Prepares donor acknowledgments for all in-kind donations.

**Qualifications:**

- Basic knowledge of accounting procedures desired.
- Knowledge of accounting software programs desired.
- Must be detailed oriented
- Must be able to work independently.
- Must maintain **confidentially** always.

**Time Commitment:**

- Average of fifteen to twenty hours per year.

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** Legal Affairs Advisor

**Summary:** This legal affairs advisor may be a member of the board or an ex-officio member of the board. The legal affairs advisor is responsible for overseeing the legal affairs of Empty Bowls Monongalia.

**Responsibilities:**

- May attend board meeting.
- Reviews EBM Operating Procedures and makes recommendations to the BOD for changes when appropriate.
- Reviews all contracts for EBM.
- Negotiates the renewal of contracts for EBM, including, but not limited to, Directors and Officers Insurance and Liability Insurance policies.
- Negotiates new policies for EMB when requested.
- Prepares annual of any activities of the year.

**Qualifications:**

- Basic knowledge of non-profit operations and legal requirements.
- Good communication skills.
- Good interpersonal communication skills.

**Time Commitment:**

- Average of fifteen to twenty hours per year.

Empty Bowls Monongalia  
Fundraising Team Position Description

**Position:** Agency Liaison Committee Chair(s)

**Summary:** The agency liaison committee chair(s) serves as a member of the BOD, services as the lead representative between EBM and funded agencies. The agency liaison chair(s) is responsible for recommending EBM grant awards to agencies providing services to the food insecure population in Monongalia County and coordinating other activities between funded agencies and EBM

**Responsibilities:**

- Attend board meetings
  - monthly March – December
  - bi weekly January
  - weekly February
- Responsible for carrying out the duties of directors of EBM.
- Specific duties of the agency liaison chair(s) include:
  - Recruiting a committee to assist the chair
  - Establish criteria for agencies funded by EBM
  - Coordinates donations of foods donated to EBM to funded agencies
  - Makes site visit to funded agencies to learn of services provided
  - Assist agencies with specific needs not funded by EBM
  - Develops agency applications
  - Ensures that applications include information requested by EBM committees
  - Distributes agency applications to agencies that provide services to the food insecure population in Monongalia County
  - Review agency applications and makes recommendations to EBM BOD for grant wards to agencies
  - Provides statistical data to fundraising committee obtained through requested statistics on agency applications to support agency need
  - Encourages funded agencies to attend public relations and cultivation events as appropriate.
  - Supply information for the grants committee page on EBM website
  - Promotes agencies services and programs through PR committee (web and media)
  - Prepares annual report of activities of the grants committee

**Term:** Three-year term. May be elected for a second three-year term.

**Qualifications:**

- In addition to the qualifications for BOD directors the specific qualifications for the grants committee chair include:
  - Knowledge of food insecurity
  - Knowledge of agencies that provide service to the food insecure population
  - Good organizational skills

**Time Commitment:**

- Average two to three hours per month
- Average of six to ten hours per month March, April and May

Empty Bowls Monongalia  
PR Team Position Description

**Position:** Public Relations Chair(s)

**Summary:** The public relations chair(s) serves as a member of the BOD, serving as the chief public relations spokesperson for EBM. The public relations chair is responsible for developing a comprehensive year-round public relations program keeping the public informed about the mission and activities of EBM.

**Responsibilities:**

- Attend board meetings
  - monthly March – December
  - bi weekly January
  - weekly February
- Responsible for carrying out the duties of directors of EBM.
- Specific duties of the public relations chair include:
  - Attend Gift Acceptance Committee meetings
  - Attend Fundraising – PR Committee meetings
  - Build community awareness about EBM and the value of the organization to the community through written or verbal communications, opinion leaders, news media and other community networks.
  - Through community education programs increase public awareness of hunger, food insecurity and related issues, advocates for Arts Education and provides a powerful service learning project for students of all ages.
  - Design all publications and print materials promoting EBM.
  - Places all orders for printed materials for all EBM committees.
  - Prepares and submits media releases.
  - Reviews all written materials submitted to the media, text for publications and flyers prior to submission.
  - Maintain EBM website.
  - Prepares annual committee report.
  - Assists with the development of EBM annual budget.

**Term:** Three-year term. May be elected for a second three-year term.  
Position may be held by two individuals.

**Qualifications:**

- In addition to the qualifications for BOD directors the specific qualifications for the public relations chair include:
  - Knowledge of community media.
  - Excellent writing and public speaking skills

**Time Commitment:**

- Average of fifteen hours per month.

Empty Bowls Monongalia  
PR Team Position Description

**Position:** Web and Tech Advisor

**Summary:** The web and tech advisor serves as a member of the BOD, and a member of the Public Relations Committee. The web and tech advisor is responsible for creating and maintaining an outstanding website informing the public of the EBM the mission and current activities. The web and tech advisor also ensures that the EBM mission and current activities are posted to social media outlets as well as assists with any integration of technology going forward into EBM.

**Responsibilities:**

- Attend board meetings
  - monthly March – December
  - bi weekly January
  - weekly February
- Attend Public Relations-Fundraising and other meetings as requested.
- Responsible for carrying out the duties of directors of EBM.
- Specific duties of the web and tech advisor include:
  - Updating website with information when requested
  - Posting to social media outlets
  - Advise on budget and purchasing of hosting space by EBM
  - Advise on other tech implementations for EBM
  - Serves as the administrator of the EBM donor data base system

**Term:** Three-year term. May be elected for a second three-year term.

**Qualifications:**

- In addition to the qualifications for BOD directors the specific qualifications for the web and tech advisor include:
  - Background in web design/maintenance
  - Understanding of current technological trends
  - Integration with popular social media

**Time Commitment:**

- Average of eight hours per month.
- Increased time commitment when close to large yearly events

Empty Bowls Monongalia  
Public Relations Committee Position Description

**Position:** Newsletter Editor

**Summary:** The volunteer is considered a leadership member of the Public Relations Committee. The volunteer editor will write monthly or as requested short articles (two to three paragraphs) highlighting recent activities of EBM or its agencies – submitting to EBM web, Chamber of Commerce newsletter, city newsletter and other relative monthly publications or other outlets as appropriate. The articles will be designed to build community awareness about EBM and the value of the organization to the community throughout the year.

**Responsibilities:**

- Serve as a member of the Public Relations Committee. Attends PR - Fundraising committee meetings.
- Receives via email from the chairs of the Public Relations or Fundraising Committees or other Board Committee Chairs suggestions for monthly articles.
- Research information required for article.
- Create draft article to send to committee chair for review
- All media releases must be approved by the chair(s) of the Public Relations Committee or in their absence the President.
- Submit approved article to EBM web, Chamber of Commerce newsletter, Facebook, and other relative media or community outlets as appropriate.

**Qualifications:**

- Knowledge of EBM and food insecurity helpful.
- Must have knowledge of use of the internet.
- Must be able to research information required for articles.
- Must be able to write clear and concisely.
- Must be able to work independently.
- Must be proficient in word processing programs.

**Time Commitment:**

- Average of five hours per month.

Empty Bowls Monongalia  
PR Team Position Description

**Position:** Community Education Chair

**Summary:** The community education chair serves as a member of the BOD, promoting the mission of EBM to the community. The chair is responsible for increasing awareness of hunger, food insecurity and related issues to the community through educational presentations to all segments of the community.

**Responsibilities:**

- Attend board meetings
  - monthly March – December
  - bi weekly January
  - weekly February
- Responsible for caring out the duties of directors of EBM.
- Specific duties of the community education coordinator include:
  - Attend Fundraising – PR Committee meetings.
  - Recruits a team of volunteers to make presentations.
  - Trains volunteers making presentations to ensure that all presentations provide consistent information.
  - Assist in the development of publications promoting community education coordinating with the public relations chair(s).
  - Promotes presentations through EBM webpage and social media.
  - Coordinates community displays including but not limited to: mall expos, kick off reception, Mountaineer Week, Morgantown Mall Holiday Expo.
  - Schedules volunteers to make presentations – coordinating with the chairs of the volunteer services committee.
  - Prepares annual committee report including statistical information on number of presentations made and number of individuals who attended presentations.

**Term:** Three-year term. May be elected for a second three-year term.

**Qualifications:**

- In addition to the qualifications for BOD directors the specific qualifications for the Community Education Chair include:
  - Excellent public speaking skills.
  - Knowledge of the community.
  - Good organization skills – attention to detail.

**Time Commitment:**

- Average of five hours per month.

Empty Bowls Monongalia  
PR Team Position Description

**Position:** Faith-Based Coordinator

**Summary:** The faith based coordinator serves as a member of the BOD, promoting the mission of EBM to the faith based community. The faith based coordinator is responsible for increasing awareness of hunger, food insecurity and related issues to the faith based community. The faith based coordinator coordinates the sale of EBM luncheon ticket sales, raffle sales, cookie donations and recruitment of volunteers to assist with the EBM luncheon.

**Responsibilities:**

- Attend board meetings
  - monthly March – December
  - bi weekly January
  - weekly February
- Responsible for carrying out the duties of directors of EBM.
- Specific duties of the faith based coordinator include:
  - Attend Fundraising – PR Committee meetings
  - Recruits a team of volunteers to assist with communications to all faith based organizations in the county with the chairs of the volunteer committee.
  - Coordinates the development of written materials and posters to be sent to all faith based organizations in the county with the chair(s) of the PR Committee.
  - Distributes information about the mission of EBM to all faith based organizations in the county – including newsletters and bulletin inserts.
  - Promotes community education programs to congregations – coordinating with the Community Education Coordinator.
  - Promotes non-perishable food collections – coordinating with the Agency Liaison Committee.
  - Identify faith based organizations to sell tickets, recruit cookie donations and volunteers.
  - Coordinating with the Ticket & Raffle Sales Coordinators distribution of tickets to selected faith based organizations – collecting receipts on a two-week schedule.
  - Coordinating with the Food Procurement Chair the donations and delivery of cookies for the luncheon – forward total number of cookie donations to the Food Procurement Chair by the first week of February.
  - Coordinating with the Volunteer Coordinator(s) the recruitment of volunteers to assist with the luncheon.
  - Prepares annual committee report.

**Term:** Three-year term. May be elected for a second three-year term.

**Qualifications:**

- In addition to the qualifications for BOD directors the specific qualifications for the Faith Based Chair include:
  - Knowledge of faith based community;
  - Good organization skills – attention to detail and.

- Excellent communication skills.

**Time Commitment:**

- Average of two - three hours per month March – October.
- Average of eight hours per month November – February.

