

# **SOUTHGATE COMMUNITY FOUNDATION MANAGEMENT COMMITTEE TERMS OF REFERENCE**

## **Terms of Reference Policy**

This Policy reflects the work of the Southgate Community Foundation Management Committee and its member and member relationships.

## **Purpose**

The Southgate Community Foundation (SCF) is a permanent endowed community fund, managed by Community Foundation of Grey Bruce. This fund was initiated to provide perpetual support to projects and programs of non-profit organizations within the Township of Southgate. The Southgate Community Foundation Management Committee has been created to further the goals of creating a sustainable granting system for non-profit groups within the Township.

## **Mission Statement**

To develop the Southgate Community Foundation administered by Community Foundation Grey Bruce (CFGB) into a self-sustaining granting system for use by qualified non-profit groups within the Township of Southgate and surrounding areas.

## **Vision Statement**

The Southgate Community Foundation will enrich the quality of life for the people in the Township of Southgate through support of community projects, programs and charities.

## **Mandate of the SCFF Management Committee**

1. Raise awareness of the Southgate Community Foundation and Community Foundation Grey Bruce opportunities;
2. Develop Community Partners;
3. Develop Public Relations & Promotional materials;
4. Hold networking events and create strategic partnering to grow the fund through various donation opportunities;
5. Provide Recommendations to Southgate Council regarding granting processes, fund development and committee structure;
6. Review annually the fund financials and their management; and
7. Review funding applications intakes twice each year and present all proposals with recommendations to the CFGB Grant Review Team for final approval.

## **Roles and Responsibilities**

The SCF Management Committee serves in an advisory and support role in the care and growth of a Community Donor-Advised Endowed Fund, with the financial management by Community Foundation Grey Bruce, and therefore embraces the Community Foundation Grey Bruce Mission of philanthropic leadership in the community.

The SCF Management Committee will support the Foundation's objectives in asset building and grant making principles, believing in the Foundation's philosophies and values. While the SCF Management Committee is responsible for the day-to-day management and development of this endowed fund, the evaluation and final decision making remains the responsibility of the Community Foundation Grey Bruce.

The role of the Board of Directors of the Community Foundation Grey Bruce is to set policy and monitor the management of the Southgate Community Foundation. It is a role of governance as opposed to operational management. The minutes of the meetings of the SCF Management Committee will be provided to the Board of Directors the Community Foundation Grey Bruce and Township of Southgate Council for information.

The Community Foundation Grey Bruce will support the SCF Management Committee by taking responsibility for the following:

- All investment transactions;
- All bookkeeping and auditing functions;
- Signing and filing of all agreements with other agencies;
- Issuing of all official receipts; and
- Other clerical duties as required.

### **Membership**

The SCF Management Committee will consist of 6-9 members of the community. Membership will be as follows:

- **Two to three (2-3)** Councillor representing the Township of Southgate in accordance with the legal agreement filed with the Community Foundation Grey Bruce that established the Legacy Fund, now known as the Township of Southgate Community Foundation.
- **Four to Six (4-6)** members of the Southgate Community.
- **The Southgate Fund Committee** shall appoint **two (2) members of the Committee to be Ambassadors representing Southgate at** Community Foundation Grey Bruce.

Members of the SCF Management Committee will act as a nominating committee and provide names of potential members to serve on the SCF Management Committee that will be recommended to Southgate Council and Community Foundation Grey Bruce for appointment to the SCF Management Committee. Community Foundation Grey Bruce will be provided with a complete list of members by December 10<sup>th</sup> annually. The length of term for members on the SCF Management Committee will be three (3) year staggered terms with optional reappointment. Assistance for special events may be recruited from interested members of the community.

The SCF Management Committee will meet as required (no less than 4 times annually) to develop opportunities to increase the Southgate Community Foundation Fund.

## **Membership Responsibilities**

The SCFF Management Committee has a number of key responsibilities:

- Public Relations and Regional Outreach
- Long term planning
- Fund Development – soliciting funds
- Present an Annual Report in the spring to the Mayor and Council of the Township of Southgate
- Grant Making – as recommended by the Grant Review Team of the Community Foundation Grey Bruce

## **Quorum and Decision Making**

In accordance with the Township of Southgate Procedural By-law, a simple majority of the membership will constitute a quorum and authority to make decisions. A majority of those present and voting will constitute a vote in favour of a motion. The Chair will only vote in the case of a tie vote.

## **Meetings**

1. Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the Committee Chairperson. The Committee shall follow the Township of Southgate Procedure By-Law and all meetings shall be open to the public, except in accordance with provisions of the Municipal Act for closed meetings when dealing with applications for funding with personal and financial information.
2. Members wishing to have items included on the agenda must provide notice to the Secretary at least five (5) days preceding the meeting.
3. Notice of meetings shall be issued via circulation of agenda to Committee members and the public in accordance with the Township of Southgate Procedural By-law.
4. The Committee shall maintain open communication with staff to ensure rules and procedures of the Township of Southgate are being followed.
5. Minutes shall be kept of all meetings and shall be posted in accordance with the Township of Southgate Procedural By-law and included on Council consent agendas for information. Adoption of meeting minutes will be included on the agenda of the next committee meeting.
6. The Committee shall meet **quarterly** as needed (**minimum 4 times per year**), to fulfill their mandate set out in this Terms of Reference. Special meetings may be called by the Committee Chairperson to deal with emerging issues such as training of members, time sensitive and/or issues identified by the Committee Chairperson.
7. Members having a pecuniary interest in any issue prior to consideration by the Committee shall disclose the interest and the general nature thereof to the Chairperson and the member shall comply with the requirements of the Municipal Conflict of Interest Act.

8. For consistency of messages, media inquiries should be directed to the Committee Chairperson and/or Municipal staff.
9. The Committee will meet annually with Southgate staff to determine the goals and objectives for the upcoming year.
10. The SCF Management Committee will then, based on the SCF established goals and objectives, develop an annual budget for submission to Council.
11. The SCF Management Committee budget final approval rests with Council.

## **Membership**

SCFF Management Committee will consist of the following members:

- **Chair:** to preside as the “manager” of the Southgate Community Foundation Fund activities, ensuring that the SCF Management Committee follows the rules and regulations and those legitimately imposed upon by regulations of the Community Foundation Grey Bruce. All policies of the Community Foundation Grey Bruce will be followed.
- **Vice Chair:** to assume the duties of the Chair during his/her absence.
- **Secretary:** The Secretary will be a Southgate staff member from the Clerk’s Department and will act in this role as a none voting member to support the SCF Management Committee. The responsibility will be the recording of the meeting minutes of the SCF Management Committee with minutes being documented and distributed to the SCF Management Committee following each meeting. The Secretary will act in a support role to the committee, meeting scheduling, advising on procedural meeting issues, managing website information, receiving of grant application intakes, coordinating application review meetings, advising confidential matters related to applications and may be required to perform other duties that may be assigned from time to time.
- **Treasurer:** Maintain the operating account of the Southgate Community Foundation at a reputable financial institution working with Southgate’s Treasurer to support the Treasurer and for audit purposes.
- **Communications and Marketing:** Editorials and press releases shall be handled by the Chair of the Committee or their designate and flow to their Municipal staff and/or Foundation Grey Bruce staff for distribution.
- **Grant Review:** The membership of the SCF Management Committee will review applications for funding received from the Community Foundation Grants Coordinator, in confidence, and make recommendations to the Grant Review team of the Community Foundation Grey Bruce on disbursement of grants from the interest income of the Southgate Community Fund. The membership of the SCF Management Committee will confirm the recipients to be awarded grants from the Southgate Community Foundation and will, when

possible, participate in the granting ceremony of the Community Foundation Grey Bruce and will provide annually information to the Township of Southgate Council on the grant recipients.

- **Recruitment:** Members of the SCF Management Committee shall actively recruit members throughout the year until the maximum number of members is reached (9). Recommendations for membership on the SCF Management Committee shall be provided to the Board of Directors of the Community Foundation Grey Bruce for confirmation by December 10<sup>th</sup> of each year.
- **Members:** Providing input and expertise at each meeting and acting as representatives for the Southgate Community Foundation.
- **Associate Committee Members:** May be appointed by the SCF Management Committee from time to time, to assist in fulfilling the mandate of the Committee. Associate members will further the objectives and purpose of the Southgate Community Foundation by providing invaluable advice, support and assistance from time to time. It is expected that the SCF Management Committee will convene meetings periodically with the Associate Members for purposes of public education and input, setting long term plans and/or sub-committee meetings specifically for project planning/development for fundraising events. Persons so appointed as Associate Committee Members have no vote in the affairs of the SCF Management Committee nor any power in any way to bind or obligate the SCF Management Committee. Associate Members will be invited to support and attend all public functions organized and sponsored by the Southgate Community Foundation Management Committee.

## **POLICY AMENDMENTS**

Amendments to the Policy of the SCF Management Committee shall be drafted and reviewed by the membership for approval by Southgate Council and the Board of Directors of the Community Foundation Grey Bruce.