



Southgate Community Fund Management Committee

TERMS OF REFERENCE POLICY

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

PURPOSE

The Southgate Community Fund (SCF) is a permanent endowed community fund, managed by Community Foundation Grey Bruce (CFGB). This fund was initiated to provide support to projects and programs of charities and non-profit organizations within the Township of Southgate.

BACKGROUND

Created in 2021, the SCF will enrich the quality of life for the people in the Township of Southgate through support of community projects, programs and charities.

The SCF is in place to empower the citizens of Southgate to:

- Keep their charitable donations working in the Township of Southgate
- Participate in shaping the future by supporting the needs of their own community
- Create a lasting legacy for generations to come
- Receive income tax receipts for donations

This community fund was initiated to provide perpetual support to projects and programs of non-profit organizations within the Township of Southgate. The SCF Management Committee has been created to further the goals of creating a sustainable granting system for non-profit groups within the Township.

The SCF is managed by Community Foundation Grey Bruce (CFGB). CFGB distributes income earned from the investment of the fund through grants to applicable charities and not-for-profit organizations within the Township of Southgate.

MANDATE OF THE SCF MANAGEMENT COMMITTEE

The SCF Management Committee shall take a lead role in raising the profile of the Fund with a goal of attracting donations to grow the size of the endowed funds. The committee shall:

- actively participate in fund development activities and cultivation of donors

- determine ways in which to encourage and/or partner with Professional Advisors to become more proactive in charitable planned giving and to keep the Foundation top of mind
- in cooperation with staff, raise the profile of the Fund with friends, family, colleagues and the general community on the opportunities and services the Foundation provides
- participate in prospect meetings, public gatherings and event opportunities as appropriate
- demonstrate commitment to ethical fundraising practices and privacy/confidentiality policies
- determine grant making priorities, review grant applications and recommend grant recipients to the CFGB Grant Review Team
- review periodically the Committee Terms of Reference and provide amendment recommendation to the CFGB Board of same
- act as a community champion of the Foundation

ROLES AND RESPONSIBILITIES

The SCF Management Committee serves in an advisory and support role in the care and growth of a permanently endowed community fund, with the financial management of CFGB. The SCF embraces the CFGB's mission of philanthropic leadership in the community.

The SCF Management Committee will support CFGB's objectives in asset building and grant making principles, believing in CFGB'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 CFGB.

The role of the Board of Directors of CFGB is to set policy and monitor the management of the SCF. 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 of CFGB and Township of Southgate Council for information.

MEMBERSHIP

The SCF Management Committee will consist of up to a maximum of 7 members of the Southgate community. Membership will be as follows:

- One (1) Councillor representing the Township of Southgate in accordance with the legal agreement filed with CFGB that established the SCF.
- Four to Six (4–6) members of the Southgate Community.
- The CFGB Executive Director shall be an ex-officio member of this committee.

Committee members may:

- be a fund holder or Ambassador with the Foundation
- be a professional advisor with a stated commitment to philanthropy
- have deep network of personal/professional contacts
- have significant level of community recognition
- have media relations
- have previous volunteer leadership experience with the Foundation

Membership terms are three (3) years, renewable once, to a maximum of six (6) years.

This Committee will confirm membership by December 10th each year and refer the membership list to CFGB.

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

All member of the SCF are Ambassadors of CFGB representing Southgate.

QUORUM AND DECISION MAKING

A simple majority of the members present will constitute a quorum and authority to make decisions. 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 and reviewed by the Committee Chair.
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.
4. The Committee shall maintain open communication with CFGB to ensure rules and procedures of the Foundation are being followed.
5. Minutes shall be kept of all meetings. 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 CFGB's policies on Conflict of Interest.
8. For consistency of messages, media inquiries should be directed to the Committee Chairperson and CFGB.
9. The Committee will meet annually with the Executive Director of CFGB to determine the goals and objectives for the upcoming year.

ROLES OF COMMITTEE MEMBERS

The SCF Management Committee will consist of the following members:

Chair: to preside as the “manager” of the Committees activities, ensuring that the Committee follows the rules and those legitimately imposed upon by regulations of the Community Foundation Grey Bruce. All policies of CFGB will be followed.

Vice Chair: to assume the duties of the Chair during his/her absence.

Secretary: Meeting minutes will be recorded and distributed to the Committee following each meeting.

Communications and Marketing: Editorials and press releases shall be handled by the Chair of the Committee or their designate and flow to CFGB staff for approval and distribution.

Grant Review: The membership of the SCF Management Committee will review applications for funding received from the CFGB Grants Coordinator, in confidence, and make recommendations to the Grant Review team of CFGB on disbursement of grants from the SCF. The membership of the SCF Management Committee will confirm the recipients to be awarded grants from the SCF and will, when possible, participate in the granting ceremony of the CFGB 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 (7). Recommendations for membership on the SCF Management Committee shall be provided to the Board of Directors of CFGB for confirmation by December 10th of each year.

Members: Providing input and expertise at each meeting and acting as representatives for the SCF.

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 CFGB.