

GRENORA PUBLIC SCHOOL FOUNDATION

(a component fund of the North Dakota Community Foundation)

Policies & Procedures

Introduction

As a permanent component endowment fund of the North Dakota Community Foundation (NDCF), Grenora Public School Foundation (GPSF) is subject to the Articles and by-laws of the NDCF. The Advisory Committee (Committee) of the GPSF serves with direction from the Board of Directors of the NDCF. The following policies and procedures are intended to provide direction and structure to the Committee, and are subject to change at the recommendation of the Committee and with approval of the NDCF.

Advisory Committee Membership

The Committee shall be comprised of at least 7 volunteers representing a cross-section of the population. Length of a term shall be 3 years and their expiration shall be staggered such that no more than one third of the Committee members shall change in a given year.

One position of the Committee shall be comprised by a Grenora Public School (GPS) administration official whose term shall coincide with the time during which he/she is employed by GPS or is replaced by another such GPS individual concurrently employed.

Guidelines & procedures for nominating new members

When identifying candidates, Committee members shall strive for a balanced representation of persons who have both interest in and desire to help achieve the goals of the GPSF for the school.

All current and outgoing Committee members shall have the opportunity to recommend candidates. NDCF staff and a Committee member will review the list of candidates before an election is held. A member whose term has expired may request to serve an additional term.

Roles & responsibilities

- *Attend meetings.* It is essential that all members attend scheduled committee meetings.
- *Participate in grant review discussions.* In order to make informed decisions, all committee members need to give input in the discussion with a majority to finalize a decision.
- *Participate in fundraising/community building activities.* The future of the fund depends upon growth of the fund. Committee members must be willing to participate in helping the fund grow.
- *Make a financial contribution to the fund.* Each committee members is strongly encouraged to contribute to the GPSF so set an example to the community.
- *Confidentiality.* Open and frank discussion is an important part of the work of the committee. As such, committee members are required to hold all conversations, information, and activities of the committee in the strictest confidence. Such things as names of potential donors, financial status of organizations, and members' comments concerning such all need to be kept "within the room." As well, the committee should keep the public informed as to decisions made.

Chairperson

The Chairperson is responsible for calling and organizing Committee meetings, collecting grant requests, and communicating with the NDCF. The Chairperson is not a full member of the Committee and shall not vote on grant applications, except to break a tie.

Vice Chairperson

The Vice-Chairman shall assume the duties of the Chairperson in his/her absence and support the Chairman as in his/her duties as he/she may direct. Although not required, it is the general intent the Vice Chairperson shall succeed the Chairperson, subject to a confirming vote by the committee.

Secretary/Treasurer:

The Secretary/Treasurer will be the go-between for the Chairperson and full committee and those served by the GPSF. Some tasks will be to send minutes of meetings, ensure action items of those minutes are tracked, publish information as appropriate, support the grant process, coordinate gift processing among school, donors and NDCF, and maintain files relating to the operation of the Committee.

Meetings

The Committee shall meet a minimum of 2 times a year to make grant recommendations. Additional meetings shall be held as needed to discuss grant applications, fundraising plans, elect new members, or address other issues that may arise. Meetings may be called by NDCF staff or by Committee member.

Meetings may be held electronically by phone call, email or other device for a limited purpose, such as consideration of project funding requests requiring timely response.

Conflicts of Interest

Each committee member shall submit to the Chairperson a conflict of interest form annually, and shall disclose at the start of each grant review meeting any potential conflicts of interest. When a disclosed conflict arises, the affected member shall abstain from voting on the issue or grant submitted.

Grant Guidelines & Procedures

The Committee shall disburse funds for projects or items which are determined to properly support and enhance the learning and life experiences of students of the Grenora Public School. It welcomes for consideration suggestions and collaboration from all persons involved in the school and wider community.

Groups or individuals may request inclusion on the Committee meeting agenda for purpose of presenting their proposed project/item purchase and are encouraged to approach the Foundation early for such purpose as meetings are infrequent.

Consideration by the Committee for Foundation funding shall be made on a case-by-case basis. Funding decisions are to be made collectively by the Committee; no person shall decide or act without majority consensus of the Group.

General parameters for consideration include, but are not limited to:

For Non-Endowment Funding

- Projects/items prior sanctioned or approved by the Board of Directors of Grenora Public School shall be considered and prioritized in similar fashion
- Any and all restricted donor wishes will be honored and their funds used solely for such purpose. If compliance on a particular donor wish is not feasible, the Foundation shall make every effort to reach agreement with that donor.
- Lower cost projects/items, the amount of which shall be at the discretion of the Committee, may be funded in total by the Foundation. However, other parties are encouraged to join in funding.
- The Committee encourages joint commitment with other entities to defray costs of projects/items. In addition to sharing of costs, such joint commitment confirms common needs, aspirations, and passions within the community.
- In the absence of joint commitment with other entities on a proposed project/item, the Committee shall consider whether its independent solicitation of donors for the specific project/item is warranted.

- Projects/items which are not included in or exceed the prior-established budget of the Grenora Public School, or which have no prospect of being funded in a future budget of the Grenora Public School will be considered
- Projects or purchase of items which result in a tangible object(s), durable for use by students, teachers, and/or school staff for a period of no less than one school year will be considered
- Projects/items which support an established curriculum, practice, or activity of the school or which support those who are responsible for such will be considered
- When appropriate, and when the ownership interest of a project/item is not contemplated or established by any entity, including the School District, the Committee may stipulate that any funds recovered from future sale or disposal of the property shall be directed back to the Foundation, in whole or in part, in proportion to the Foundation's share of cost, or otherwise proportioned.

For Endowment Funding

- Only the earnings from an endowed fund shall be used and the full principle shall remain unused, except to serve as the basis for earnings to result.
- The same criteria as for Non-Endowment Funding shall generally apply for Endowment Funding, but shall, in most cases be directed toward recurring costs.
- Recurring specialty programs of student or teacher training or equipment/software upgrades are general examples among other possible considerations by the Foundation for disbursement from endowed funds earnings.