

## **Guidelines for Charity Committee Chairperson**

The person who holds this position is responsible to select appropriate charities for donations from the “Charity Funds” held by the club Treasurer. The Chairperson will gather request from the membership or other sources and present her request to the Board. Requests for donations will be presented to the membership quarterly, in January, March, June, and November. A maximum of \$300 will be distributed each quarter.

Duties include but not limited to:

1. The chairperson will review all suggestions for donations to confirm the validity of the charity. This can be accomplished using many resources including ([charitynavigator.com](http://charitynavigator.com)). A description of the Charity should be prepared prior to presenting to the Board. The Chairperson may have a representative from the Charity deliver a presentation to the membership at a regular meeting. The presentation must be approved by the Board.
2. Two requests will be presented to the membership and a voted on by the members attending the meeting. Contributions should not exceed \$300. Careful consideration should always be taken regarding the Charity Committee funds; therefore the Board would vote to make the decision for an increase in the donation.
3. The Chairperson (after approval by the membership) will complete a request for check along with the proper mailing address to the Treasurer for distribution.
4. The Chairperson may also opt to run programs of contributions rather than monetary contributions from the Charity Funds. i.e. collections of clothing items, collection of food staples, or something of the like that would benefit a particular charity.
5. If a Fund Raising Event is labeled for a specific Charity, all funds raised during the event should be donated to that Charity.