



THE WOMEN'S GIVING CIRCLE OF HARFORD COUNTY

Organizational Guidelines

NAME

The Women's Giving Circle of Harford County (WGC)

VISION

To affect change through collaborative giving by empowering and mentoring women as they develop in community leadership.

MISSION

The mission of the Women's Giving Circle of Harford County is to engage women of all generations in the power of community philanthropy.

The goals of the Women's Giving Circle are to:

- 1) Make a difference in Harford County by contribution of time, talents, and financial resources to women, children, and family needs;
- 2) Educate and increase awareness of local needs;
- 3) Provide social opportunities and educational events for members through membership meetings.

MEMBERSHIP

Membership is open to individual women who wish to further support the mission and goals of the WGC through financial support in Harford County. Members shall be further defined as individuals who annually support the WGC with the applicable minimum donation (inclusive of the administrative fund contribution) as defined by the Executive Board and ratified by the general membership paid to WGC's identified fiscal sponsor. Annual membership donations are due on or before December 1st of each calendar year. Membership is not open to groups, organizations, or businesses.

The following membership levels exist:

Membership Level	Age (at Time of Payment)	Annual Membership Donation
Inspire	Under 30 years	\$150
Connect	30-40 years	\$250
Empower	41-70 years	\$550
Sustain	Over 70 years	\$250

(Revised March 2012, December 2013, May 2019, and February 2024)

Each member is entitled to one vote regardless of the amount of any contribution in excess of the minimum donation.

FUNDS

The endowed fund is held and managed by the Community Foundation of Harford County, Inc. (CFHC) as a group donor-advised fund. A grant may be awarded from the proceeds of the endowed fund each year that the CFHC sets a distribution from the fund in accordance with its spending policy.

The grant fund and administrative fund will each be held and managed by a fiscal sponsor in order for members to claim a charitable contribution for the amount of the donation as allowed by law. Currently, the Grapevine Giving Foundation, Inc. and the Faith Based Nonprofit Resource Center, Inc. are the respective fiscal sponsors.

Of the minimum membership donation, \$50 shall be deposited in the administrative fund with the remainder paid to the grant fund fiscal sponsor. All grant funds will be used for grants. The administrative fund shall be designated for administrative expenses, including, but not limited to: name tags, printing costs, website maintenance, etc.

(Revised February 2024)

FOUNDER'S CIRCLE

Founders of the Women's Giving Circle are those members who made their initial donation prior to December 31, 2010. The founders are:

Kathy Beck	Pat Hogan	Terry Troy
Susie Bowser	Jane Howe	Kim Wagner
Drew Cook	Jayne Klein	Debi Williams
Julie Cox	Marlene Lieb	Orsia Young
Jodi Davis	Gretta McGill	
Terri Garland	Tamera Rush	

The Founder's Circle will:

- When requested, assist the Executive Board to determine strategy, policy, mission, and vision.
- Collaborate with external groups, CFHC, and other fiscal sponsors.
- When requested, assist the Executive Board with setting annual and long-term overall goals.
- Work to understand issues affecting women, children, and families.
- Stimulate the strategic growth of the funds.
- When requested, assist the Executive Board with the approval of the annual grant recommendations and set guidelines for consideration.
- Serve on a standing and/or *ad hoc* committee.
- Support the Women's Giving Circle through an annual donation.

Additionally, Tami Zavislan was named an Honorary Founding Member on November 28, 2023, to formally recognize both her efforts to establish the WGC under the umbrella of the CFHC and her continued support as a member.

(Revised February 2024)

GIVING CIRCLE COMMITTEES

Committees of the Women's Giving Circle will:

- Be constituted of founding members and other members, as they are recruited.
- Execute and implement tasks and goals.
- Generate new ideas.
- Collaborate and communicate with other standing and *ad hoc* committees.
- Report, regularly, to the membership, including financial reports as applicable.

Committee chairs will review committee needs and recommend a committee structure to the membership at the beginning of each term. The term for committee chairs will be two years.

An executive director of a nonprofit entity is not eligible to serve as a committee chair, as a member of the Grant Committee, or as a member of the Executive Board.

(Revised January 2019 and February 2024)

Executive Board

- Organize the agenda for membership meetings.
- Exercise the powers of the membership, when it cannot reasonably await a full membership meeting.
- Ensure that the mission and vision of the Women's Giving Circle are being executed.
- Consists of Giving Circle officers (Chair, Vice-Chair, Secretary, and Treasurer), committee chairs (excluding the Members' Choice Award and Nomination committee chairs), and immediate Past-Chair (ex-officio).

Membership and Outreach Committee

- Recruit new members.
- Implement a member orientation program.
- Review and solicit annual member donations.
- Oversee current member status and information.
- Oversee nominations for the Executive Board.
- Employer Matched donations – Giving Circle membership dues may qualify for an employer's match program. It is each member's responsibility to obtain their employer's form and verify the qualifications. The member would get instructions on how the process works from their employer. Members would not receive an extra vote for obtaining these funds and employers would not become WGC members. Matching gifts will be allocated in the same manner as membership dues.
- Increase community awareness of Women's Giving Circle.
- Help to develop opportunities for outreach and engagement to the greater Harford County community.
- Identify, engage and execute outreach.

(Revised October 2012, March 2013, and February 2024)

Nomination Committee

- Prepare Slate of Officers

(Revised October 2012)

Grant Committee

- Develop grants process, guidelines, application.

- Review the grant applications.
- Recommend a slate of annual grants.
- Maintain grants process and recommend changes to achieve strategic objectives.
- Oversee post-grant evaluation tasks.

Communications Committee

- Compile monthly membership newsletter with inputs from Executive Board.
- Create periodic social media posts.
- Maintain WGC website.
- Take pictures at WGC events to share with membership.
(Revised February 2024)

Members' Choice Award Committee

- Develop award process and guidelines.
- Review members' nominations for adherence to guidelines.
- Video the nominators, share videos with membership, and compile votes.
- Announce awardee.
(Revised February 2024)

Ad Hoc Committees

The Women's Giving Circle may establish committees whose tasks are limited in scope and time to further its goals and priorities.

OFFICERS

- Chair
 - Provide leadership.
 - Articulate the Women's Giving Circle mission and vision.
 - Look to communicate and create alliances.
 - Facilitate Executive Board and membership meetings.
 - Chair the Executive Board.
 - Serve, *ex officio*, on standing committees.
 - Oversee electronic membership platforms to ensure accuracy and completeness.
- Vice-Chair
 - Assist the Chair in such duties as the Chair determines.
 - Perform the duties of the Chair in the Chair's absence.
- Secretary
 - Ensure that accurate minutes of the Executive Board and membership meetings are kept and that a record of committee meetings is maintained.
 - Perform correspondence duties, as needed.
 - Assist the Treasurer with recording membership payments and member information.
- Treasurer
 - Maintain record of fund balances and interface with fiscal sponsors.
 - Review financial reports from fiscal sponsors.
 - Account for and record membership payments and member information.

- Assist Membership and Outreach Committee with member payments and renewals.
(Revised February 2024)

STAFF

The WGC has no paid staff.
(Revised February 2024)

DECISION/APPROVAL PROCESS

- Day-to-day implementation: ideas and recommendations come from committees to the Executive Board, where the committee members and committees work together to coordinate and make decisions.
- For the endowed fund, grant recommendations are referred to the CFHC Board of Directors, as detailed in the fund agreement with CFHC.
- For the grant fund, grant recommendations are referred to the grant fund fiscal sponsor.
- Policies go to the full membership for approval.
(Revised February 2024)