

WAFCS FOUNDATION

Wisconsin Association of Family and Consumer Sciences Foundation Policies and Procedures Manual

Mission

The mission is to provide support for student and professional members whose work assists individuals, families, and communities in making informed decisions about their well-being, relationships and resources to achieve optimal quality of life.

Board of Directors

The Board of Directors will be comprised of the Chair, Treasurer and the two elected at-large members.

Chair and first Member-at-Large will be elected in odd-numbered years.

Treasurer and second Member-at-Large will be elected in even numbered years.

All Board members, except the Treasurer, will assume responsibility for their office on July 1 following their election. Treasurer will assume office at the beginning of the fiscal year.

Function of the Board of Directors

- Receive and administer gifts and funds generated by fund raising activities.
- Abide by fund raising policies as stated in the WAFCS Policies and Procedures Manual.
- Make decisions about the disposition of Foundation funds, consistent with its purpose.
- Support student and professional members in such ways as, but not limited to:
 - Undergraduate scholarship.
 - Professional project/research grant.
 - Travelships to foster student attendance at state WAFCS and national AAFCS annual conferences.
 - Travelships to support WAFCS award winners' attendance at the AAFCS annual conference.

Requests for Foundation Funding/Support

Except for designated stipends, such as scholarship and travelships, requests for Foundation funding/support must include:

- Name, address, phone number, e-mail address, and AAFCS member number of applicant(s).

- Project description and objectives (or statement of problem and justification, research objectives, methodology or procedure).
- Proposed time frame for the project/research.
- Amount requested with rationale for request, e.g., how funds will be used.
- Plan for dissemination of project results/research findings.

Responsibilities of Foundation Board

Chair

- Serve as presiding officer of the Foundation Board.
- Serve as a voting member of the WAFCS Board of Directors (or appoint an alternate).
- Represent the Foundation at WAFCS Board of Directors and Council meetings (or appoint an alternate).
- Submit report to the WAFCS Secretary prior to each WAFCS Board of Directors meeting.
- Call meetings and notify Foundation Board members.
- Assign duties to Foundation Board members.
- Approve all bills prior to payment by Treasurer.
- Work with Treasurer to project annual Foundation expenses.
- Work with Student Unit Advisor to promote and facilitate student scholarship application and selection process.
- Receive applications for professional project/research grant.
- Chair award selection procedure and send name(s) of award recipient(s) to Treasurer.
- Present award(s) at WAFCS Annual Conference (or appoint an alternate).

Treasurer

- Responsible for all receipts and disbursements regarding Foundation business.
- Record all fiscal activity.
- Work with Chair to project annual Foundation expenses.
- Submit financial report at each Foundation Board Meeting, WAFCS Board of Directors and Council Meetings, and WAFCS Annual Business Meeting.
- Prepare for audit of Foundation records in conjunction with WAFCS audit.

Members-at-Large

- Participate in all actions of the Foundation Board and perform duties as assigned by the Chair.
- Assist Chair and Treasurer in ways such as, but not limited to:
 - Submit Foundation article for publication in WAFCS newsletter.
 - Assist with fundraising activities such as the “Silent Auction” held during the WAFCS Annual Conference.
 - Assist with evaluation of student scholarship and professional project/research grant applications.
 - Record minutes of Board meetings.

Meetings

Meetings of the Board of Directors may be held in person or arranged for interactive communication. Meetings will be held two times per year and as needed. A quorum of not less than three members is necessary for the transaction of business.

Chair will appoint a Board member to record minutes of Board meetings. Minutes will be distributed to Board members within one month of meeting and summarized on the Foundation page of the WAFCS newsletter.

Fiscal Year

The fiscal year of the Foundation shall be the same as that of the WAFCS.

Revision of the Policies and Procedures

Changes in the Policies and Procedures may be made by a majority of the WAFCS Board of Directors.

Approved March 26, 2015
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