



**2019**  
**HANDBOOK**

# WOMEN IN PHILANTHROPY

## VISION STATEMENT

Making a difference in the Lowcountry through the power of collective giving.

## MISSION STATEMENT

Through a woman's unique lens, we will:

- Promote the power of collective giving
- Engage and inspire women along their philanthropic path
- Support new approaches to address community needs

## 2018-2019 ADVISORY BOARD MEMBERS

### **Kathleen Bateson**

kbateson@artshhi.com

### **Chair**

*(2<sup>nd</sup> term of service ends 6/30/21)*

### **Elizabeth Loda**

eloda@wavebusters.com

### **Vice Chair; Grants**

*(1<sup>st</sup> term ends 6/30/19)*

### **Laurie Burke**

burke@burkecompany.net

### **Governance**

*(1<sup>st</sup> term ends 6/30/21)*

### **Marcia Collett**

mcolletthhi@aol.com

### **Communications**

*(1<sup>st</sup> term ends 6/30/20)*

### **Susan Hooker**

suehooker@gmail.com

### **Legacy Project**

*(2<sup>nd</sup> term ends 6/30/19)*

### **Martha Anne McDonald**

marthaanne@hotmail.com

### **Membership**

*(Interim term ends 6/30/19)*

### **Peaches Peterson**

sap@hollisnet.com

### **Events**

*(2<sup>nd</sup> term ends 6/30/21)*

### **Andrea Purple**

andipurple@aol.com

### **Grants**

*(1<sup>st</sup> term ends 6/30/21)*

### **Helen Ryan**

hryan1@hargray.com

### **Education**

*(1<sup>st</sup> term ends 6/30/19)*

*Note: The role of Finance Chair is open as of May, 2019.*

# WOMEN IN PHILANTHROPY

## OPERATING GUIDELINES

### **I. Advisory Board Structure:**

- A. The Advisory Board will be composed of a minimum of seven (7) and a maximum of nine (9) members. Staggered terms of Advisory Board service will be for three (3) years. No member may serve more than two (2) consecutive terms. Former Advisory Board members shall be eligible to be re-elected to the Advisory Board after a one (1)-year hiatus. The Board shall have the authority to make exceptions to this policy if it is deemed to be in the organization's best interest.
- B. Officers of the Advisory Board shall consist of a Chair and Vice Chair to be elected for a two-year term at the Annual Meeting. A member may serve in each officer role for a maximum of two (2) years. The Board shall have the authority to make exceptions to these terms if it is deemed to be in the organization's best interest.
- C. An ad hoc Nominating Committee shall convene annually in advance of the Annual Meeting to solicit, evaluate, and recommend candidates for Advisory Board service. The Nominating Committee also shall be convened to consider replacement or additional candidates for Advisory Board service as requested by the Advisory Board. The Nominating Committee shall be comprised of the Chair, Vice Chair, and Immediate Past Chair.
- D. All Advisory Board members must be current in their financial commitment (annual gift) to Women in Philanthropy.
- E. New Advisory Board candidates and those standing for a second term shall be elected by a majority of the membership in attendance at the Annual Meeting. The Advisory Board is authorized to replace or add Advisory Board members as needed without an interim election by the membership.
- F. Standing committees shall be Communications, Education, Events, Finance, Governance, Grants and Membership. Other standing or ad hoc committees may be established by the Chair as needed. The Chair will have the responsibility to appoint standing committee chairs from the Advisory Board members, and ad hoc committee chairs from the Advisory Board or general membership.
- G. At least one (1) staff member or Trustee of the Community Foundation of the Lowcountry Board shall be an ex-officio member of the Advisory Board. At the request of the Advisory Board, the Foundation staff member may serve as Secretary.
- H. The Advisory Board will have the authority to make amendments and changes to the Operating Guidelines and distribute to the membership in a timely matter.

## **II. Membership:**

- A. Membership shall include all women who wish to enhance their philanthropic impact via collective giving from an Endowed Fund.
- B. Membership has historically renewed each year in the member's anniversary month for the coming year. Members renewing in the second half of 2019 will be asked to make a short-year gift of at least \$150 to retain membership status.

Beginning in 2020, Membership will coincide with the calendar year, and will renew each January thereafter. Membership will be conferred from January 1 through December 31 upon those who make an annual gift in the following levels:

<b>Bronze:</b>	<b>\$300 - \$599</b>
<b>Silver:</b>	<b>\$600 - \$999</b>
<b>Gold:</b>	<b>\$1000 - \$2499</b>
<b>Platinum:</b>	<b>\$2500 and above</b>

Also beginning in 2020, membership levels will be designated as indicated above, based upon the amount of the annual gift(s). Membership renewal notices shall be sent sixty (60) and thirty (30) days in advance, and upon renewal or non-renewal of membership.

## **III. Grantmaking:**

- A. The purpose of Women in Philanthropy (WIP) grants shall be to strengthen families and individuals who live or work in Beaufort County in the areas of arts and culture, community development, education, environment, health and human services. With this in mind, the Advisory Board shall review and approve the Grants Committee's suggested criteria and award recommendations.
- B. WIP's six-month grant-cycle process shall include development and communication of detailed application criteria, followed by rigorous vetting and qualification of the non-profit organization and its proposed use of funds. Grant recipients will be monitored through the award year to be sure that grants are used as designated. It is important to note that neither an invitation to apply, nor the submittal of an application, assures receipt of a grant.
- C. Women in Philanthropy's Endowment Fund is a "Field of Interest" fund of the Community Foundation of the Lowcountry. As such, grants may only be awarded to organizations with 501(c)(3) non-profit status under the Internal Revenue Code, and are subject to approval by the Foundation's Board of Trustees.
- D. Both WIP and the Foundation adhere to a strict Conflict of Interest Policy. A WIP member who is, or has a familial relationship with, an agent of a grant applicant will recuse herself from any discussion or consideration of the applicant. However, this Conflict of Interest Policy does not extend to general membership in an applicant organization.

#### **IV. Financial:**

- A. Operating Funds shall be distinguished from Endowment Funds and accounted for separately, though Operating and Endowment Funds may be held in separate or comingled accounts at the discretion of the Advisory Board.
- B. Operating funds are used to cover event and meeting costs; complimentary event fees for grant recipients, speakers or other invited guests; and other nominal administrative expenses.
- C. Other sources of operating funds include event fees and gifts designated to cover organizational expenses. It is customary for Advisory Board members to make a \$100 annual operating gift to defray WIP administrative costs.
- D. The annual grant total is rounded up to the nearest \$1000, with the “round-up” amount designated as Operating Funds.
- E. Annual grant awards are limited to the portion of the WIP Endowment Fund designated as “spendable.” The spendable amount is equal to 50% of members’ annual gifts and up to 4.5% of the endowment, based upon a 20-quarter moving average of the Endowment Fund’s market value.
- F. Annual gifts shall be divided evenly between the endowment and spendable funds, unless a member designates otherwise.

# WOMEN IN PHILANTHROPY

## STANDING COMMITTEE RESPONSIBILITIES

### Communications

- Be responsible for internal and external WIP communications, delivered via electronic mail and/or social media
- Set an annual communications plan to include newsletters; event notices and invites; and other interim updates
- Draft internal communications to include the newsletter and member updates
- Draft external communications to include PR materials, slide or video presentations, and other materials

*(All communication is subject to approval by the VP of Marketing and Communications of the Community Foundation)*

### Education

- Provide information and education to membership and the greater community on issues related to WIP grant themes through guest speaker(s) at each Fall Luncheon
- Provide onsite learning about grant recipient organizations and the projects/programs made possible through WIP grants
- Educate women on the power of philanthropy through collective giving

### Events

- Plan the Fall luncheon and the Spring annual meeting/luncheon for members and guests
- Plan the Holiday celebration and other annual social events for members

### Finance

- Oversee WIP's Operating Fund and administrative expenses
- Analyze and report on membership giving amounts and patterns
- Serve as liaison with investment manager to the Foundation; represent WIP at biannual portfolio performance meetings

### Governance

- Maintain WIP Handbook and other governing documents
- Ensure Advisory Board and Member compliance with governing guidelines and documents
- Maintain service records and terms of Advisory Board members and officers.

## **Grants**

- Recommend possible themes for the year's grant cycle to the Advisory Board, to be put forth for vote of the membership
- Recommend criteria and timeline for solicitation of grants and the evaluation of applications
- Review grants and recommend award recipients for Advisory Board approval
- Follow-up with grant recipients and present to the membership at each Annual Meeting

## **Membership**

- Recruit women to become members of WIP
- Maintain and distribute welcoming and orientation materials or activities for new members
- Plan and orchestrate retention program or activities for members
- Collect and update member information for annual directory