

Revised 1/8/2015 MJS/DSM

Ways and Means Committee Chairperson(s)

Ways and Means Chair and Co-Chair (Co-Chairperson elected for 2015) shall be elected by the membership. The Ways and Means Committee shall consist of the Committee Chairpersons, President, Vice President, Treasurer, a current Holly Berry Chairperson, and at least three other members selected by Committee Chairpersons for each calendar year. All member names serving on this committee should appear in the KMGC annual directory as do the other elected committees.

Term: 2 years

- **The purpose of the Ways and Means Committee is to decide on the annual philanthropic donations given to civic organizations that are aligned with the mission of Kettle Moraine Garden Club.**

The Ways and Means Committee Chairpersons are responsible to:

1. Review “KMGC Ways and Means Request for Funding” Application and Criteria annually and update as needed. New Application should now state the following: **“if organization is selected to receive project funds from KMGC, the organization’s Executive Director/Contact Person is responsible for providing information to KMGC as to how and when funds were spent in the following calendar year after receiving funds.”** Application should be available on our website under the public “Grants” tab by **May 1**. All applications are **due August 1**.
2. Seek applications from KMGC members and others who propose funding projects for community-at-large NONPROFIT organizations (**local, state, and national**). **A KMGC member does NOT need to be on the organization’s Board of Directors or be personally involved with an organization in order for a project to be proposed and considered (application and criteria needs to be changed to reflect this); however, each application still needs to be signed by a KMGC member.**
3. Review all applications to ensure all required elements and criteria are met; make sure the project is ready for consideration, clearly defined, contains a sound financial plan with funds to be spent the following year, and need is demonstrated.
4. Work with Treasurer to determine how much money in the civic account will be allotted for annual Ways and Means donations; these funds comes from the club’s fundraising projects and member donations.
5. Hold and conduct a Ways and Means committee meeting **no later than September 1** to evaluate each application and select recipients. One week before the committee meeting, Chair should write a brief summary of all application requests and send out to Ways and Means committee members to review.
6. Committee members should first determine whether each project meets all the application requirements and criteria; all organizations must be non-profits.

7. Assure that all applications are treated fairly and equally with no conflict of interest. Monetary donations should be dispersed as equally as possible. After evaluating each project, the committee votes to select annual donation recipients.

8. Present potential recipients to the KMGC Board of Directors (BOD) for preliminary approval at **September BOD meeting**; provide a written summary to BOD as to why each organization and project was selected. If BOD needs more information before a vote can be taken, the W&M's committee meets again and Chairs in turn provide more information at the October board meeting when vote for approval is taken.

9. Present the recipients approved by the BOD to the general membership at the annual meeting of Kettle Moraine Garden Club **in October** for a final approval vote.

10. Send each approved recipient a letter with a donation check **in November** after membership approval; this letter of congratulations will also request that recipient organization provide follow-up information about "when" and how" our **KMGC donated money was spent in the following year from date of letter**. The committee needs to have additional methods for follow-up and accountability with recipients; for example, site visits of garden projects, written reports, etc.

11. Provide articles and photos for KMGC Newsletter and KMGC Website about our philanthropic donations benefiting the community-at-large.

12. Provide the Treasurer with contact names and addresses of the recipient organizations (this is needed for tax purposes).

13. Work with Public Relations Chair to assure that the list of recipient's organizations is well publicized in publications serving the community.

14. Each year, weather resistant KMGC Signs are to be created and placed at our recipient outdoor sites (\$625.00 was designated for this in budget).

15. Maintain an organized binder(or titled folders) of all committee meetings, applications, and donations given during two year term as Chairperson; at the end of the two year term, give this binder to the newly elected Co-Chair of the Ways and Means Committee.

Ways and Means Committee Chair should remain current by:

- Attending any meeting arranged by the GCA national committee representatives in Zone XI
- Reading information about the national committee on the Committee page of the GCA website

