

ALTERNATIVE FUNDING COMMITTEE

Committee Charter

Approval Date: **For Year(s):** 2022 - ongoing

Name of Committee: Alternative Funding Committee

Type of Committee: Ad Hoc Standing

Purpose of Committee:

1. To develop a structured approach to building a reliable, alternative, non-fee-related source of funds that will be used to promote the common health, physical and mental welfare, and safety of the residents of the Crooked River Ranch community.
2. Focus is on identifying and submitting applications to alternative funding opportunities.
 - Alternative, non-fee-related funds include money, items of value, or the donation of services received from sources unrelated to regular or special assessments, fees, fines, or interest paid by Members to the Association.
 - Funds received may be used alone or combined with other funding sources to achieve greater results and benefits for the Crooked River Ranch Club and Maintenance Association community.
3. The AFC is advisory in nature.
 - AFC shall assist the Board in achieving betterment of the Ranch community by identifying available sources of funding that may be used to support specific improvements or programs of need.
 - The AFC will research requirements for obtaining grants or other sources of funding and advise the Board of Directors on all matters pertaining to the acquisition of such funding.
4. The AFC shall prepare and deliver an annual report to the Board of Directors no later than the third (3rd) Monday in June of each year.

Projected Length of Service for Committee: Ongoing

Number of Committee Members:

- (3) Managing Members, including one (1) Chairperson and two (2) Vice-Chairpersons, and as many associate members as the Managing Members may determine are desirable at any given time.
- The positions of Chairperson and Vice-Chairpersons may only be filled by current Directors appointed to those positions by majority vote of the Board of Directors.
- The associate member positions may be filled by any Member of the Association in good standing and shall be appointed by the majority vote of the Managing Members of the AFC.

Length of Committee Member Commitment:

- Managing Members, 2 year minimum with 1-year renewals or until Managing Member is no longer serving on the Board Of Directors.
- Associate Members, Positions on the AFC are for indefinite terms.
- Any member of the AFC, encompassing both Managing Members and associate members, may be removed, at any time, with or without cause, by a majority vote of the Board of Directors.
- Any associate member may be removed at any time, with or without cause, by a majority vote of the Managing Members of the AFC

Projected # of Meetings Per Year: 12 (Twelve)

Location of Meetings: Administration office/Juniper Room or via Zoom

Provide minutes to BOD? Yes No

Financial Impact: None.

Confidentiality Requirement:

1. Committee Members will honor and protect all of information related to the development of and structured approach to, building a reliable alternative, non-fee-related source of funds.
2. The following information is to be kept in the strictest confidence.
 - All Information used for or on applications
 - Information from a proposal or the review process for their own personal benefit.
 - Proposals or meeting notes with anyone who is not a part of the review process.

- Any of the discussion of proposals that takes place during the process.
- Access to the computer systems or meetings.
- Research information used for completion for obtaining grants or other sources of funding.
- Matters pertaining to the acquisition of such funding or services.
- Contact information of Chairpersons, Associates members, employees of CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION, or any person or organization who aided in the acquisition of such funding or services.

Expectations of Alternative Funding Chairperson:

- Ensure all new Committee Members receive the appropriate training and information.
- Maintain a database of all Committee members and keep them apprised of changes in protocols, dates for meetings, and distribute meeting materials.
- Maintain a backup database of all programs, funding sources, persons or organizations involved in or aiding to the acquisition of such funding or services.
- Update Policy and Procedures guidelines as needed
- Ensure Committee meets the requirements listed in this charter.
- Maintain and update Board of Directors with minutes of all meetings and any opportunities obtaining grants or other sources of funding, and all matters pertaining to the acquisition of such funding.
- Ensure the Co-Chairpersons are informed on all protocols and are able to serve as backup in the absence of the Chairperson.
- Ensure Board of Directors, Co-Chairpersons, Associate Members and administration with current minutes and any changes to schedules.

Expectations of Co-Chairpersons:

- Assist Chairperson with minutes and changes to schedule.
- Assist Chairperson in maintaining a backup database of all programs, funding sources, persons or organizations involved in or aiding to the acquisition of such funding or services.
- Assist Chairperson with any opportunities obtaining grants or other sources of funding, and all matters pertaining to the acquisition of such funding.
- Serve as backup to Chairperson.

Expectations of Alternative Funding Committee Associate Members:

- Be fully aware of all confidentiality requirements.
- Maintain assigned databases and follow up with Chair and Co-Chairs when information changes to ensure accurate records are kept.
- Attend meetings and trainings as assigned.