

Stewardship Committee Charter

The purpose of the Stewardship Committee is to provide a resource of knowledgeable members to help the President and the Board effectively and efficiently manage the budget, fundraising needs, anticipated and unanticipated community/regional/global needs as they arise and support the Rotary Club of Durham members by determining ways to fiscally support service opportunities presented. The committee's goal is to streamline the decision-making process regarding fiscal decisions.

The Stewardship Committee is advisory in nature. The Club President, Treasurer, and members should feel comfortable with approaching the committee with any idea and know that the committee will work toward a positive solution or provide a reasonable caution regarding funds. The Stewardship Committee is the fiscal conscience of the club. The Committee reports to the President and will present at board meetings as needed.

Stewardship charter:

- To assist the President Elect in establishing and understanding the budget and fiscal goals for the year.
- Understand overall club resources: Operational Budget, Second Century Fund requirements, Grant obligations, etc.
 - To help sort out possible funding sources and give guidance to fundraising efforts for their goals.
- To advise on the source of funds available for any committed project or projects that arise during fiscal year.
- To provide insight and guidance to other committees for their work.

Budget:

The budget will be drafted by the President Elect, with assistance from other resources such as Treasurer and current President. The President Elect will convene their Stewardship Committee when they begin the budget process in the winter/spring of the year before their term begins in July. The committee will be of assistance to the President for their entire year on an as needed basis. The Stewardship Committee will review, suggest, and inform on budget items prior to the President submitting the budget to the board. Reviews will be provided in a timely fashion.

Grants:

The Grant Committee has independence in how their budget is spent. Stewardship Committee should help ensure that moneys are available for this budget. Timing of Grants Committee must be in keeping with the window of opportunity for District Grants, generally 1 June. Stewardship Committee would understand the size of intended Grants Committee commitments and advise on the best resources to fund those requested Grants.

Fundraising:

After receiving guidance from the Stewardship Committee on the budget and financial needs of the club, the Fundraising Committee will work autonomously to fulfill their mission according to the club planning.

Stewardship Committee Makeup:

Chair – a Board Member with a minimum of 1 year experience on the board

President Elect

President Nominee

Member – a board member in training to take over chair the next year.

Member – a club member

Member – a club member

Recommendations for Formation of Committee:

The President shall open participation to the membership at large. If more interest is expressed than positions available, the executive committee shall select the members to serve. Additionally, if the executive committee would like to include all interested parties, they have the discretion to expand the committee beyond six members.

Term Timing Options:

The first committee formed shall serve through the current president elect's term then a new committee shall be formed when the next President Elect begins the budget preparation for their year. Consideration needs to be given to possible overlap and if that happens, adjustments should be made to the composition of the committee.

Rotary Diversity standards need to be adhered to when choosing committee members. Ideally, someone on the committee should have a keen interest in international work, as well as local projects. Ideally, it would be helpful if the Chair has a finance background or at a minimum one committee member has financial expertise.

Meetings:

The Stewardship Committee should meet as needed per the demands of the club.

At a minimum, the Committee should meet:

- To review the President's Proposed Budget (timing to be determine by PE)
- Have a member present at each Board Meeting (monthly)
- To review the needs of the Grants Committee (May)
- To review the fiscal goals of the club.
 - May - in conjunction with the budget review
 - May - convene to provide guidance on club dues
 - May - convene to advise Fundraising efforts
- Anytime a special circumstance presents funding challenges.

Given the advisory nature of the Stewardship Committee, the following form should be used as an evaluation tool to guide the committee in their work.

Please fill out the form, and forward via email to the President. The President will forward the form to the Stewardship Committee to evaluate resources. If resources are available, either monetary or human capital, the committee will make a recommendation to the Board for consideration and support.

Rotary Club of Durham Project Form

Project Name:

Project Sponsor:

Project Scope (what is proposed):

Project Timeline:

Beneficiaries (who do we help):

Resources Needed:

- Rotarian Involvement (Effort- Try to consider other club efforts)
- Community Involvement (Partner Organizations)
- Club Funds Needed: Enter a total amount.
 - Funding Sources (Members submitting requests should consider funding sources or present a best guess as to where funds might come from.) Enter an amount by recommended sources.
 - Operational
 - Second Century
 - Grants
 - Fundraising

Review and Comments

- President
- Board
- Stewardship Committee
- Grants Committee (if needed)
- Other (if needed)

- Approval:
President