

# **WAFCS Foundation Policies**

## **Name, Purpose, and Mission**

The name, purpose, and mission of the Foundation are the same as stated in the WAFCS Foundation bylaws.

## **Foundation Board**

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

Two Board members will be elected in odd numbered years and two in even numbered years.

Terms of office begin and end after the election. Treasurer will serve the term coinciding with the WAFCS Treasurer term.

## **Functions**

- Receive and administer gifts and funds generated by fund raising activities.
- Make decisions and recommendations about the disposition of Foundation funds, consistent with its purpose.
- Support student and professional members in such ways as, but not limited to:
  - Undergraduate and graduate scholarships.
  - Professional project/research grant(s).
  - Travelships to foster student and professional attendance at state WAFCS and national AAFCS annual conferences.
  - Travelships to support WAFCS award winners' attendance at the AAFCS annual conference.
  - Incentive to achieve AAFCS Certification.
  - Pay WAFCS organizational membership dues in IFHE (International Federation for Home Economics) to support the profession at the international level.

## **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.
- Report to WAFCS Executive Board via WAFCS Finance Committee and WAFCS Professional Development Committee.
- Call meetings and notify Foundation Board members.
- Assign duties to Foundation Board members.
- Approve all bills prior to payment by Treasurer.
- Work with Treasurer and Foundation Representative to the WAFCS Finance Committee to project annual Foundation expenses.
- Present award(s) at WAFCS Annual Conference via WAFCS Awards and Recognition Committee.

### **Treasurer**

- Responsible for all receipts and disbursements regarding Foundation business.
- Record all fiscal activity.
- Work with Chair and Foundation Representative to the WAFCS Finance Committee to project annual Foundation expenses.
- Submit financial report at each Foundation Board Meeting, WAFCS Executive Board Meeting, 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.
  - Record minutes of Foundation Board meetings.

### **Foundation Representative Appointed to Serve on WAFCS Finance Committee**

- Serve on WAFCS Finance Committee.
- Work with Chair and Treasurer to project annual Foundation expenses.
- Assist with fundraising activities such as the “Silent Auction” or “Basket Raffle” held during the WAFCS Annual Conference.

- Recommend new fundraising ideas to WAFCS Finance Committee for consideration and approval.

#### Foundation Representative Appointed to Serve on WAFCS Professional Development Committee

- Serve on WAFCS Professional Development Committee.
- Work with Student Unit Advisor to promote and facilitate scholarship application and selection process.
- Promote and facilitate professional project/research grant application and selection process.
- Promote and facilitate travelship application and selection process.
- Recommend new scholarship, grant, and professional development incentive ideas to the WAFCS Professional Development Committee for consideration and approval.

#### **Meetings**

Meetings of the Foundation Board may be held in person or by means of telephone or other technology assisted options. Meetings will be held annually 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 WAFCS.

#### **Amendments**

Foundation Policies can be amended by action of the Foundation Board and a majority vote of the WAFCS Executive Board.

Approved January 6, 2022  
FoundationPoliciesRevised2022\_6