



**ASHLAND
FOOD CO+OP**
— BOARD OF DIRECTORS —

AFC GIVES Committee Charter and Manual

The AFC Gives Committee is a standing committee of the AFC Board of Directors. It is not a decision-making body, except with regards to awarding funds, but makes recommendations and presents them to the AFC Board of Directors for consideration and action. The AFC Board may delegate other decision-making responsibilities to the committee.

Committee Structure

An AFC Board Director will serve as Chair, as approved by the AFC Board of Directors.

The AFC Gives Committee shall be composed of the following:

- One additional Board Director, approved by the AFC Board
- An employee representative from the Marketing Department
- One to two additional representatives from Staff or Management, as designated by the GM. (Note: Having an employee working in the AFC Financial Department or Accounts Payable and another employee from the Front End Department is especially helpful.)
- Up to two Owner representatives, who submit applications and are interviewed and selected by the AFC Gives Committee. The Owner representatives serve a two-year term. Owner representatives will receive the AFC Board shopping discount during their term.
- Board Administrator

Committee meetings are open to owners or managers, only with the approval of the Chair.

Meetings

Meetings will be held monthly or as needed during the grant selection cycles. The Committee will determine the date and time of monthly meetings at the beginning of each calendar year.

Meetings will be held in the AFC conference room or as announced. Virtual attendance is also possible for some meetings.

A draft agenda will be developed by the Board Administrator with the input of the Committee Chair. The Board Administrator will send out a final agenda to all members of the Committee and the Board of Directors.

The Board Administrator will take and prepare minutes. In case of the Board Administrator's absence, a member of the committee will be selected to take minutes. The Board Administrator will send out a draft to the Committee Chair and then to the Committee members for comment. After the minutes have been approved by the Committee Chair, they will be placed on the next Board of Directors meeting Board packet.

Committee Core Functions

To ensure, on behalf of the AFC Board, that grant funds are managed and distributed to local non-profit organizations through a variety of AFC Board approved programs.

Responsibilities

- Review funding programs annually to optimize the financial impact of the AFC Gives programs in service to our community and the Ashland Food Co-op
- Manage the solicitation of grantees and support the marketing of the AFC Gives programs, including Change for Good, Community Grants and the Special Causes Emergency Funds.
- Define qualifying parameters and evaluation criteria for grant recipients
- Ensure distributions align with at least one of the AFC Grant Categories
- Monitor the financial viability of the AFC programs
- Establish clear guidelines for the grant selection processes
- Create webinars and meetings for potential grant applicants
- Ensure awards events to encourage community connections
- Adhere to Grant Fund Formula and the AFC Gives Fund Policy, as provided by Finance Manager (see attachments)
- Evaluate grant recipient programs six to eight months after the grant funding date as well as a final evaluation of the success of the awarded grant

Additional Responsibilities

Training

All new committee members will receive an orientation to the AFC Gives programs and processes, led by the Committee Chair and Board Administrator.

Calendars and Timelines

The AFC Gives Committee uses the AFC General Events Calendar to coordinate and schedule its activities and events.

Recommendations to the AFC Board

The AFC Gives Committee has the delegated power to make decisions concerning the grant application reviews and awarding of funds for all AFC Gives programs.

Marketing and Advertising

The Board Administrator and the Board Committee Chair will work with the Marketing Department employee representative to coordinate announcements, website information and other projects as requested by the Committee.

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