

CHARTER OF
THE STEWARDSHIP COMMITTEE OF
THE GAMMA PHI BETA FOUNDATION

Adopted: November 5, 2020

Section 1. Purpose. The Stewardship Committee (“Committee”) shall be a committee of the Gamma Phi Beta Foundation (“Foundation”). Its purpose shall be to act as a resource and advisory group to the Foundation to maintain and increase the donor base through donor relations and volunteer stewardship efforts.

Section 2. Relationship to the Board. The Foundation Stewardship Committee Chair shall serve as a liaison between the Foundation Board of Trustees (Board) and the Stewardship Committee.

Section 3. Stewardship Committee Composition.

- (a) The Stewardship Committee shall be comprised of at least two Board of Trustee members including the Chair. The Stewardship Committee and its Outreach Subcommittee shall be comprised of as many additional members as the Board and Stewardship Committee Chair deem necessary to carry out the endeavors of the Committee. In ongoing efforts to advance equity, diversity, and inclusion across the Foundation, the Committee will use its best efforts to recruit members to reflect that commitment.
- (b) The Foundation Chair and Executive Director shall serve as ex officio, non-voting members of the Committee.
- (c) If needed and appropriate, and approved by the Board, the Executive Director may assign one member of the staff to the Committee and/or any of its subcommittees as an ex officio, non-voting member to serve as a liaison among the committee and subcommittee members and Foundation staff.

Section 4. Appointments and Terms of Office.

- (a) **Committee Chair.** The Committee Chair shall be elected by the Board for a two (2) year term. She may serve no more than two (2) terms or four (4) consecutive years. The Chair serves as an ex officio, voting member of the Committee and all subcommittees.
- (b) **Committee and Outreach Subcommittee Members.** The Committee Chair shall be responsible for appointing and likewise removing, all Stewardship Committee and Outreach Subcommittee members. The members shall be approved by the Board and shall be appointed for a term of three (3) years.

Section 5. Expectations.

- (a) **Good Standing.** Gamma Phi Beta members who serve on the Stewardship Committee and subcommittees shall be in good standing with Gamma Phi Beta Sorority.
- (b) **Confidentiality Statement and Conflict of Interest Policy.** The Committee Chair and its committee and subcommittee members shall be required to sign a Confidentiality Statement and a Conflict of Interest Policy annually.

Section 6. Job Descriptions.

- (a) **Stewardship Chair.** The Stewardship Chair shall work with the Foundation staff to:
- (1) Promote a positive relationship between the Foundation and its donors.
 - (2) Lead the committee in stewardship efforts to increase donor contact and positively impact giving through timely communications and personal, peer-to-peer follow up.
 - (3) At least quarterly, review stewardship and donor relations plans, impact, and new ideas with the Foundation Chair and in collaboration with staff
 - (4) Develop presentations to the Board and Committee and facilitate open communication.
 - (5) Train new Committee members.
 - (6) Schedule and chair all Stewardship Committee meetings.
 - (7) Solicit input from Stewardship Committee members on possible amendments to the Stewardship Charter at least annually. As appropriate, submit any proposed amendment(s) through the Governance Committee Chair to the Board for approval.
 - (8) Provide leadership and direction to the Committee and Subcommittee in setting priorities, making assignments, establishing timelines, reviewing data, and distributing information.
 - (9) Report periodically to the Board on activities of the Committee and its subcommittees, with written reports provided in accordance with the meeting homework schedule.
- (b) **Stewardship Committee.** The Stewardship Committee shall work with the Chair and the Foundation staff to:
- (1) Review gift reports provided by staff on at least a monthly basis and appropriately plan and track donor outreach efforts by the committee that complement staff stewardship and further strengthen donor relations and result in increased giving.
 - (2) Share additional relevant information, that has been gathered through stewardship committee interaction with donors, to staff for the purpose of strengthening and moving the relationship forward in partnership; cultivating new relationships; and for historical documentation in the donor database.

- (3) In collaboration with staff and the Board of Trustees, determine, develop and support a desired donor lifetime commitment journey and the associated cultivation and recognition strategies to support it
 - (4) Serve as an ongoing resource to staff and the Board of Trustees for developing innovative donor relations strategies that positively impact donor retention and donor acquisition and increase giving levels.
 - (5) Survey a cross section of donors (identified in collaboration with staff) on a regular basis to evaluate their donor experience, understand their motivations for giving, confirm their communication and recognition preferences, and gather other relevant donor relations data points.
 - (6) Evaluate Committee progress toward achieving its goals.
 - (7) Set new goals based on the areas of focus in the Foundation Strategic Plan.
 - (8) Develop plans of action and assign responsibilities and timelines for completion of work.
 - (9) Develop recommendations for the Board to consider.
 - (10) Annually review this Charter and recommend appropriate changes to the Board. Any proposed amendment(s) will be submitted through the Governance Committee Chair to the Board for approval.
 - (11) Providing a majority of the members of the Stewardship Committee are Trustees, the Board may, by Board resolution, authorize it or any of its subcommittees to act on behalf of the Board in overseeing the Stewardship of the Foundation.
- (c) **Outreach Subcommittee.** The Outreach Subcommittee shall work with the Chair and Foundation Staff to:
- (1) Thank Donors by phone and/or written acknowledgement of a donation.
 - (2) Notify donors when s/he reaches a higher giving level.
 - (3) Motivate donors to donate more to reach the next recognition level, when appropriate.
 - (4) Participate in other cultivation activities as requested by the Stewardship Chair and Committee.

Section 7. Committee and Subcommittee Meetings.

- a) With the approval of the Foundation Chair and the Stewardship Committee Chair, the Stewardship Committee and its Outreach Subcommittee may meet as needed.
- b) When the Committee and Subcommittee do not meet in person, its business shall be conducted via email, conference calls or other communication means.
- c) Meeting Arrangements. The Stewardship Chair shall coordinate in-person meeting arrangements with the Foundation Executive Director and staff liaison.
- d) Expense Reimbursement. Travel and other expenses on behalf of the Foundation shall be undertaken in accordance with the Foundation's Administrative Policy. The Chair, Committee and Subcommittee members are encouraged to cover as many of their meeting and other expenses as possible.

- e) Tax Deductible Donation. The Committee and Subcommittee members may designate the Foundation as the recipient of any approved reimbursable and/or non-reimbursable expenses and receive credit for a tax-deductible donation. This gift shall be considered an unrestricted gift and credited toward her annual unrestricted recognition giving levels.

8. Amendments to the Stewardship Committee Charter

Provided that they do not conflict with the *Foundation Articles of Incorporation and Bylaws*, the Stewardship Committee Charter may be adopted, amended, or repealed by a two-thirds (2/3) vote of the Board.