

Grants Committee Charter

Section 1: Purpose

The Grants Committee (“Committee”) shall be a committee of the Gamma Phi Beta Foundation (“Foundation”). Its purpose shall be to provide advice and counsel to the Foundation Board of Trustees (BOT) regarding, and oversight of, applications and awards for grants excluding scholarship and fellowship awards.

Section 2: Relationship to the Board

The Foundation Grants Committee chair and/or vice chair shall serve as a liaison between the BOT and the Committee. Providing a majority of the members of the Grants Committee are Trustees, the BOT may, by BOT resolution, authorize it or any of its subcommittees to act on behalf of the BOT in overseeing the grants of the Foundation.

Section 3. Grants Committee Composition

The Grants Committee shall be composed of at least four, and no more than seven members, including the chair, at least two of whom shall be BOT members. In ongoing efforts to advance belonging, equity, diversity and inclusion across the Foundation, the Committee will use its best efforts to recruit members to reflect that commitment. The International Council (IC) representatives cannot serve on this Committee.

The Foundation chair and Finance Committee chair shall serve as ex officio, non-voting members of the Committee.

The chief executive officer (CEO) 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

Committee chair: The Committee chair, who need not be a member of the BOT if the vice chair is a Trustee, shall be elected by the BOT for a two-year term. The chair may serve no more than two terms or four consecutive years. The chair serves as an ex officio, voting member of the Committee and all subcommittees.

Grants Committee members: The Committee chair shall be responsible for appointing and likewise removing all Grants Committee and any subcommittee members. The members shall be approved by the BOT and appointed for a term of two years; provided, however, that Trustees appointed to the Committee shall be appointed for a term of one year; which term may be renewed on an annual basis up to a maximum of six consecutive years. Committee members who have met the maximum consecutive term can be reappointed after a three-year break.

Terms commence August 1 and conclude July 31.

Section 5. Expectations

Good standing: Gamma Phi Beta members who serve on the Committee and subcommittees shall be in good standing with Gamma Phi Beta Sorority.

Confidentiality Statement and Conflict-of-Interest Policy. The Committee chair and its Committee subcommittee members shall be required to sign a Confidentiality Statement and a Conflict-of-Interest Policy annually.

Section 6: Job Descriptions

Grants Chair

The Grants chair shall work with the Foundation chair and Foundation staff to:

- Lead the Grants Committee in its responsibilities pursuant to this charter.
- Develop an annual calendar of grants work for the Committee and the Foundation.
- Work with the Foundation's staff to maintain all grants files and processes for the Foundation.
- Schedule and chair all Grants Committee meetings.
- Establish the agenda for each Committee and subcommittee meeting.
- Train new Committee members.
- Solicit input from Grants Committee members on amendments to the Grants Committee charter at least annually. As appropriate, submit any proposed amendment(s) to the BOT for approval.
- Provide leadership and direction to the Committee and any subcommittee in setting priorities, making assignments, establishing timelines, reviewing data and distributing information.
- Report periodically to the BOT on activities of the Committee and its subcommittees, with written reports provided in accordance with the meeting homework schedule.

Vice Chair

The chair, with the approval of the Governance Committee, may appoint a vice chair of the Committee. If the chair is a member of the BOT, the vice chair need not be a member of the BOT. In the absence of the chair, the vice chair shall perform all duties of the chair. In addition, the chair may delegate to the vice chair any of the chair duties set forth in Section 6 (a) of this charter.

Grants Committee

The Committee shall work with the Grants chair, Foundation chair and the Foundation staff to:

- Develop and make recommendations for the process of applying for and award Sorority grants.
- Develop and make recommendations for the process of applying for and award Loyalty Grants.
- Review annual communication plan for awards and donor acknowledgement.
- Recommend the amount and allocation of the Sorority grant to the BOT. The Committee can award Loyalty Grants that are budgeted, or Board-designated, in a fiscal year without BOT approval. If funds are donated, the Committee can award cumulatively up to \$25,000 in Loyalty Grants in a fiscal year. Donations beyond \$25,000 shall require BOT approval.
- Evaluate the viability to create ongoing funding of Loyalty Grants.
- Set annual goals and objectives of the Committee.
- Perform other functions within the scope of the foregoing, which the Committee deems appropriate to undertake from time to time.
- Evaluate Committee progress toward achieving its goals.
- Set new goals based on the areas of focus in the Foundation strategic plan.

- Develop plans of action and assign responsibilities and timelines for completion of work.
- Develop recommendations for the BOT to consider.
- Annually review this charter and recommend appropriate changes to the BOT.
- The BOT may, by BOT resolution, authorize it or any of its subcommittees to act on behalf of the BOT.

Staff Liaison

The Grants Committee will be assigned a staff liaison. The staff liaison's role is to support the Grants Committee in preparing, supporting and executing items outlined in the charter.

Section 7: Committee Meetings

The Committee shall meet four times a year, and as often as it deems necessary to perform its responsibilities. A majority of the voting members of the Committee shall constitute a quorum. The Committee's actions shall be determined by a majority vote of its members present at a meeting with a quorum.

When the Committee does not meet in person, its business shall be conducted via email, conference calls or other means of communication.

The grants chair should coordinate in-person meeting arrangements with the Foundation CEO and staff liaison, as necessary.

The Committee shall deliver a report to the BOT when requested, including a description of all actions taken and recommendations made by the Committee at the meeting, for review and consideration by the BOT and subject to such further action by the BOT as the BOT deems necessary and appropriate.

The Committee shall keep written notes of its meetings.

Expense Reimbursement and Tax-Deductible Donation

Travel and other expenses on behalf of the Foundation shall be undertaken in accordance with the Foundation's administrative policy. The chair and Committee members are encouraged to cover as many of their meetings and other expenses as possible.

The Committee 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.

Section 8: Grants Committee Subcommittees.

The Grants Committee may form additional subcommittees to perform specific tasks. Any subcommittees shall follow the Committee meeting guidance in Section 7.

Section 9: Amendments to the Grants Committee Charter

Absent conflicts with the Foundation Articles of Incorporation and Bylaws, the Grants Committee charter may be adopted, amended or repealed by a two-thirds (2/3) vote of the BOT.

