

Stewardship Committee Charter

Purpose

The Stewardship Committee (“Committee”) shall be a committee of the Gamma Phi Beta Foundation (“Foundation”). Its purpose shall be to function 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 Stewardship Committee chair shall serve as a liaison between the Foundation Board of Trustees (BOT) and the Stewardship Committee. Providing a majority of the members of the Stewardship 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 Stewardship Committee of the Foundation.

Section 3: Stewardship Committee Composition

The Stewardship Committee shall be composed of at least two Trustees, including the chair. The Stewardship Committee and its workgroups or subcommittees shall be composed of as many additional members as the BOT and Stewardship Committee chair deem necessary to conduct 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.

The Foundation chair and Chief Development Officer (or other staff as assigned) shall serve as ex officio, non-voting members of the Committee.

If needed and appropriate, and approved by the BOT, the CEO may assign one member of the staff to the Committee and/or any of its workgroups or 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 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 workgroups/subcommittees.

Committee and Workgroup/Subcommittee members: The Committee chair shall be responsible for appointing and likewise removing all Stewardship Committee and workgroup/subcommittee members. The members shall be approved by the BOT and shall be appointed for a term of three years; provided, however, 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 Stewardship Committee and workgroups/subcommittees shall be in good standing with Gamma Phi Beta Sorority.

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

Section 6: Job Descriptions

Stewardship Chair

The Stewardship chair shall work with the Foundation staff to:

- Promote a positive relationship between the Foundation and its donors.
- Lead the Committee and workgroup/subcommittees in stewardship efforts to increase donor contact and positively impact giving through timely communications and personal follow up.
- At least quarterly, review stewardship and donor relations planned strategies and activities with the Foundation chair and staff.
- Develop presentations to the BOT, as appropriate, and Committee and facilitate open communication.
- Train new Committee members.
- Schedule and chair all Stewardship Committee and workgroup/subcommittee meetings.
- Solicit input from Stewardship Committee members on amendments to the Stewardship charter at least annually. As appropriate, submit any proposed amendment(s) through the Governance Committee chair to the BOT for approval.
- Provide leadership and direction to the Committee and workgroup/subcommittee in setting priorities, making assignments, establishing timelines, reviewing data and distributing information, based on the Board approved Stewardship plan.
- Report periodically to the BOT on activities of the Committee and its workgroup/subcommittees, with written reports provided in accordance with the homework schedule.
- Review gift reports provided by staff on at least a monthly basis and appropriately plan and track donor outreach efforts by the workgroup/subcommittee.

Vice Chair

The chair, with the approval of the Governance Committee, may appoint a vice chair of the Committee. The vice chair needs are not 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 of this Charter.

Stewardship Committee, Workgroups and Subcommittees

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

- Develop and create, as appropriate, workgroups and, if necessary, subcommittees, to execute their work as per the Committee charter.
- Support planning of the next phase of the stewardship plan and evaluate metrics to determine effectiveness of the plan.
- Create processes and procedures to support stewardship efforts.
- Develop ideas and topic areas that will help execute donor stewardship.

- Actively and consistently thank donors by either phone, email and/or written letters to complement staff stewardship and further strengthen donor relations and result in increased giving.
- Share additional relevant information, which 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.
- Serve as an ongoing resource to staff and the BOT for developing innovative donor relations strategies that positively impact donor retention and donor acquisition and increase giving levels (e.g., review and evaluate survey results of donors, donor lifetime commitment journey, etc.).
- In collaboration with staff, notify donors when they reach a higher giving level.
- Participate in other cultivation and stewardship activities as requested by the chief development officer (or other Foundation staff) or Stewardship chair.
- Evaluate Committee progress toward achieving its planned strategies and activities
- Meet new goals based on the areas of focus in the Foundation strategic plan.
- As needed, develop recommendations for the BOT to consider Committee members shall annually review this charter and recommend appropriate changes to the BOT. Any proposed amendment(s) will be submitted through the Governance Committee chair to the BOT for approval.

Section 7: Committee and Workgroup/Subcommittee Meetings

With the approval of the Foundation chair and the Stewardship Committee chair, the Stewardship Committee and its workgroup/subcommittee may meet as needed.

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 meetings and other expenses as possible.

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.

Section 8: Amendments to the Stewardship Committee Charter

Absent conflicts 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 BOT.