

# St. James Service Club Foundation

A FUND OF THE  
NORTH CAROLINA  
COMMUNITY FOUNDATION

## Advisory Board Guidelines

This document is intended to serve as a general guideline for the work of the Advisory Board. Anything herein to the contrary notwithstanding, these guidelines shall be subject to and governed by North Carolina law and the governing instruments of the North Carolina Community Foundation, Inc., its articles of incorporation, bylaws, resolutions, and procedures promulgated by its Board of Directors as in effect from time to time.

### **Membership:**

As indicated in the Endowment Agreement, membership of the Advisory Board shall consist of seven voting members and the past president of the St. James Service Club who is non-voting.

These individuals shall serve an initial 2 or 3-years and may elect to serve a second 2 or 3 year term.

The Board shall elect a chairperson and may elect chairs of Development; Communication; Grantmaking; and Nominating, and any other Committees as deemed necessary. Aside from the chair, committee members are not required to be on the Advisory Board. The AB Chairperson shall serve as the primary contact with the North Carolina Community Foundation.

The most recent past president of the St. James Service Club shall be the liaison to the Advisory Board. If that person is no longer available to continue as liaison, the current St. James Service Club president will appoint a new liaison until the end of the fiscal year.

### **Term:**

Advisory Board members may serve up to two consecutive 3-year terms or a transitional term for continuity. After an absence of one (1) year, a member may be eligible for re-election. Vacancies shall be filled by majority vote of the remaining members of the Advisory Board. The Board will establish a vetting process for recruiting Board candidates. A majority of Board members must approve any candidate before he/she is offered a position on the Board.

### **Objective and Purpose:**

The Advisory Board shall have as its objective the recommendation of charitable grantees to fulfill the purpose of the Endowment as stated therein: The purpose of the Foundation is devoted to the support of youth in Brunswick County, NC, including, but not limited to, improving educational outcomes, enhancing learning opportunities, and helping youth reach their full potential.

### **Additional Responsibilities:**

The Advisory Board will be instrumental in developing long-term fundraising strategies for increasing the Foundation's asset base. The Advisory Board will assist the Development Committee in identifying and accomplishing development goals. Additionally, it will carry out efforts to augment the growth of the Foundation/Endowment and encourage prospective donors to make both planned and current gifts to the Foundation/Endowment.

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## **Meetings:**

The Advisory Board shall meet at least once a year for the purpose of recommending grants from the St. James Service Club Foundation endowment fund. The Board shall meet a minimum of four times a year for other purposes.

## **Quorum:**

At all meetings of the Advisory Board, a simple majority of the members will be necessary to constitute a quorum for voting. In no case shall there be fewer than four Advisory Board members in order to transact a vote of the Advisory Board.

## **Voting:**

Each member must cast his/her vote with the protocols established by the Board for voting. The liaison to the SJSC is not a voting member.

## **Grant Recommendations:**

Based on the annual NCCF ATD (Available to Distribute) grant amount, the Advisory Board may recommend annually to the NCCF, specific charitable entities who will receive a grant from the Endowment, and the individual amounts thereof. It is not mandatory to distribute grants annually.

## **Committees:**

The Board may create committees to further the purpose of the Foundation. A Board member will provide oversight of each committee. The Board shall develop defined guidelines for committees based on the function and purpose of said committee.