



THE COMMUNITY
FOUNDATION
FOR NORTHEAST FLORIDA



WOMEN'S GIVING
ALLIANCE
THE COMMUNITY FOUNDATION

Memorandum of Understanding
by and between
The Community Foundation for Northeast Florida
and Women's Giving Alliance

The Community Foundation for Northeast Florida ("TCF") is a not-for-profit public charity. Women's Giving Alliance is an initiative of TCF, which continues to endorse and support its mission.

For purposes of this AGREEMENT, "WGA" refers to the individual Members of Women's Giving Alliance and the leadership elected to represent those Members, individually and collectively, and Women's Giving Alliance.

PURPOSE

The purpose of this AGREEMENT is to memorialize the manner in which Women's Giving Alliance will operate as an initiative of TCF and shall not be deemed a contract between TCF and Women's Giving Alliance Members, individually or collectively.

TCF and WGA believe in the mission of Women's Giving Alliance and want this initiative to be effectively, efficiently and appropriately operated to ensure success. TCF and WGA believe this initiative will be best served by delineating in writing within this AGREEMENT their common understanding of their relationship and the commitments they each make to one another and to the initiative.

LEADERSHIP AND COORDINATION

To facilitate coordination of TCF and WGA activities and communication between staff and volunteers, the respective presidents or their designee will meet on a regularly scheduled basis. These meetings may include the WGA vice presidents and designated TCF staff. They will provide an appropriate venue for resolving any issues related to interpretation and/or implementation of this AGREEMENT; adjustments related to changes in personnel or other circumstances, including unforeseen challenges and opportunities; and other concerns that may arise. Formal amendments to the AGREEMENT may be made in a bi-annual review.

ADMINISTRATION, EDUCATION, MEMBERSHIP

TCF COMMITS TO:

1. Provide staff support for designated WGA activities.
 - a. Designate a staff member to serve as the primary contact for WGA logistics and inquiries, as well as serve as a liaison to the WGA President.
 - b. Respond to WGA requests with an acknowledgement within one to two business days and agree upon timeline for work completion based on nature of specific request.
 - c. Provide one voting member of the WGA operating board.
 - d. Designated staff will attend monthly WGA executive committee, operating board and grants leadership committee meetings, as well as others as agreed upon.
2. Manage the donor/Member database.
 - a. Maintain database of current and past WGA Members, prospects and donors including all gift information.
 - b. TCF will retain ownership of all lists and content in database.
 - c. Should at any time WGA request copies of lists or other content from the database those will be provided given sufficient notice.
3. Generate and disseminate lists.
 - a. Provide mailing lists to mail house.
 - b. Provide mailing and Member lists to committee chairs, as requested, in mutually agreed upon format.
 - c. Distribute electronic weekly membership report (September 1st- May 30th to WGA executive committee in agreed upon format. Reports will be sent during June-August when new Members join or renew.
4. Assist with events.
 - a. Enter into contracts, arrange for deposits and payments, secure event space and assist with negotiating terms, as needed.
 - b. Provide TCF point of contact and medium for RSVP's, to be determined by TCF staff.
 - c. Maintain RSVP lists for all Member events.
 - d. Provide logistical and day of support leading up to and at annual events.
 - e. Process all revenues and expenses.
 - f. Provide a representative at events as backup assistance, if requested and with sufficient notice.
 - g. Provide periodic updates on RSVP's received and list of attendees for registration purposes, according to a mutually agreed upon schedule determined for the event.
 - h. In consultation with WGA President and event volunteers, create seating charts for large, seated WGA events.
5. Assist with miscellaneous administrative needs.

- a. Ensure completion of confidentiality/conflict of interest agreements by all operating, finance, and grants committee Members.
- b. Order supplies as needed.
- c. Provide meeting space for WGA meetings and events, as available.
- d. Maintain all files and official records in accordance with TCF policy ([Attachment 1](#) – Legal Hold Procedures).
- e. Send marketing materials to Members and prospects as requested.
- f. Send meeting notices to Members.
- g. Provide recap of event expenses with corresponding revenues received to date within 30 days of the event.

WGA COMMITS TO:

1. Meetings
 - a. Notify TCF of scheduled WGA committee meetings and events as soon as possible. If TCF staff is requested to attend meetings, include staff in survey to choose dates for meeting.
 - b. Work with the dedicated TCF staff member who in conjunction with the WGA president and committee co-chairs, creates and establishes the WGA annual calendar of meetings.
 - c. Provide a final copy of committee meeting minutes to TCF for review prior to distribution to committee Members.
 - i. All WGA committees are responsible for taking their own minutes.
2. Supplies
 - a. Approve quantity and type of stationery before TCF places printing supply orders.
 - b. Advise TCF of large quantity supply needs to mitigate additional costs of 'rush' orders and to ensure timely delivery.
3. Events
 - a. Plan and coordinate all events, including but not limited to invitation and other material design and printing requests, venue and meal selection, speaker coordination and promotion, registration of guests and table assignments.
 - b. Submit attendance record to TCF staff for reconciliation with TCF database and financial reports.
 - c. Acknowledge TCF at all WGA events including Annual Meeting, Member Forum, education events and connector events, explaining the relationship to TCF, and recognize or introduce TCF Board of Trustees or TCF staff present at events as appropriate.
4. Miscellaneous administrative functions
 - a. Obtain authorization from TCF before using its Florida sales tax-exemption form, which may not be reproduced by individual WGA Members.
 - b. Avoid entering into legally binding contracts or making other commitments on behalf of TCF. WGA does not have the authority to make such legally binding contracts or commitments.

- c. Notify TCF of any requested changes to information or content, or discrepancies in, reports or lists given to WGA.
- d. Designate committee chairs as liaisons with TCF and channel all operations-related communication with TCF through them, WGA president, president-elect or WGA vice presidents.
- e. Abide by all TCF policies and procedures, including “Policies and Guidelines for Promoting Funds of The Community Foundation for Northeast Florida.” ([Attachment 2](#) – Marketing & Promoting Funds), and TCF Advocacy Policy ([Attachment 3](#) – Public Policy and Advocacy Activities Policy).
- f. During nominating deliberation, keep TCF lead staff and WGA executive committee apprised of nominating committee recommendations.

COMMUNICATIONS

The WGA President and WGA communications chair and/or co-chair will set the strategy and budget for WGA Communications, with input from TCF. WGA agrees to fund and retain a WGA communications consultant to execute, design and facilitate assigned communication needs for the initiative, with approval by TCF, unless another course of action is mutually agreed on by TCF and WGA. The WGA president and TCF vice president of communications will collaborate on the scope of work and selection of the WGA communications consultant. The WGA president, with the WGA director will supervise the communications consultant.

TCF COMMITS TO:

1. WGA Archive
 - a. TCF agrees to maintain WGA’s photo library as well as archive WGA communications materials on the TCF shared drive and provide information to WGA volunteers as needed.
2. Member communications
 - a. Design, purchase and printing of WGA materials such as letterhead and brochures.
 - b. Assemble, address and mail printed communications.
3. Newsletter/electronic communication
 - a. Review, edit final format, as needed, and distribute electronic newsletter to Members according to mutually agreed upon schedule.
4. Website
 - a. Maintain website for WGA, for promotional and marketing purposes; notify WGA president and communications chair and /or co-chair of website maintenance issues.
 - b. Update website based on written requests in a timely manner.

5. Social Media
 - a. With support from WGA communications consultant, TCF staff will publish four posts/month using TCF social media management platform and respond to comments.
 - b. Notify WGA of any changes to the TCF Communications policies and provide guidance regarding implementation by WGA.
6. New Releases
 - a. TCF vice president of communications will review one annual WGA news release about grants made, distribute to TCF's media list and field media inquiries.

WGA COMMITS TO:

WGA commits to using its communication committee and communications consultant to provide support for WGA's communication needs, and to allowing TCF to review and provide final approval on communications materials to ensure the protection of TCF's and WGA's brand reputations.

1. Member Communications
 - a. Submit final draft of copy of all promotional materials for all major events and initiatives (invitations, calendar of events, brochures, press releases, annual report, E-news, etc.) to TCF for approval prior to distribution to any audiences (In general, connector events are not subject to this stipulation).
 - b. Acknowledge TCF in any and all written and electronic communications with its Members and the general public, using TCF approved boilerplate language.
 - c. Involve lead staff, and VP of Strategic Communications at The Community Foundation on all final versions of external communications prior to publication.
2. Newsletter/electronic communication
 - a. Provide an annual schedule to TCF; negotiate any changes in the schedule with TCF staff.
 - b. Provide draft E-News with photos according to the schedule.
3. Website
 - a. Monitoring WGA website and informing TCF of requested updates; provide information and needed graphics, whenever possible. All website requests will be reviewed by TCF.
 - b. Coordinate all website projects through president, communications committee and communications consultant with counsel/advice of TCF's staff and consultants and with appropriate concern for minimizing staff /consultant costs.
4. Social Media
 - a. Help provide content for social media such as photos of events and Member spotlights.

- b. Abide by all communications policies implemented by The Community Foundation during the term of this operating agreement.
 - c. Abide by the [social media policy](#) approved by the operating board in 2016, which may be updated from time to time by the communications committee in consultation with TCF and WGA leadership.
5. News Releases
- a. WGA volunteers and communications consultants will draft one annual news release about WGA's grants made.

FINANCIAL FUNCTIONS

TCF COMMITS TO:

1. Track WGA accounts receivable.
 - a. Track donation pledges and payments.
 - b. Send pledge reminders to Members in February and October each year.
2. Process WGA contributions
 - a. Process member dues (currently \$1,500) as specified in WGA Bylaws and policy: \$1,100- grantmaking, \$100- endowment, \$150 – operations (WGA Special Projects Fund) and \$150- administrative costs (TCF).
 - b. Acknowledge all gifts in accordance with TCF policies. Track gifts by donor and maintain records.
 - c. Process credit card transactions.
 - d. Inform WGA executive committee Members of any gift beyond the regular membership dues upon occurrence with a monthly summary report (legacy, endowment, grants pool, gifts in honor or in memory)
3. Process WGA grant awards.
 - a. Record grants when awarded and process grant payments.
4. Manage Women's Endowment Fund.
 - a. Pool Women's Endowment Fund, a permanently endowed fund of TCF, with other TCF endowed assets and credit to the fund quarterly it's allocable share of net investment returns.
 - b. Charge a TCF support services fee, in accordance with TCF's board-approved fee schedule, deducted quarterly in arrears from the WGA Endowment Fund
 - c. Deduct direct administrative expenses of WGA Endowment Fund, if any, from Women's Endowment Fund.
5. Provide Financial Statements.
 - a. Provide quarterly financial reports to WGA Finance Committee, in a format mutually agreed upon with WGA finance chair and consistent with TCF standard financial reporting.

- b. Provide monthly budget to actual report on TCF financial commitment to WGA, including personnel costs, indirect expenses, and WGA direct expenses agreed to be paid through TCF operating budget.
6. Pay invoices with proper approval/documentation within 14 days of receipt.

WGA COMMITS TO:

1. Fund all direct expenses related to WGA operations and activities, except those which TCF agrees to fund, determined annually, through allocation of WGA revenue and fund assets.
2. Prepare annual operating revenue and expense budget, in consultation and assistance from TCF; manage budget and identify recommended sources of funding for expenses.
3. Provide invoices to TCF.
 - a. Invoices require approval for payment, from WGA president or designee.
4. Review financial reports provided by TCF and notify TCF without delay, of any proposed changes to, or discrepancies identified in, financial reports.
5. Designate the WGA treasurer to act as primary point of contact for communication with TCF regarding finance-related issues, although the WGA president and vice presidents may contact TCF directly, as needed.

GRANTS

TCF COMMITS TO:

Assist with preparation, planning and full application processes for WGA pooled grants fund, this includes:

1. Attend member and/or committee meetings (i.e., grants leadership committee, decision team, evaluation team and finance team) as appropriate for the process.
2. Provide advice and counsel regarding grant industry standards, best practices, and regulations, all within TCF's policies and standards of operation.
3. Assist grants leadership with training of grants teams and provide training materials, if requested and as appropriate.
4. As warranted, provide input on the state of the nonprofit sector, with regard to the business of area nonprofits.
5. Assist the grants leadership team to develop materials related to grant cycle application and decision process, to include grant application(s), scoring mechanism, and evaluation process.
6. Create and send acceptance/decline letters, and grant contracts, within TCF policies and standards of operation.
7. Maintain electronic and/or paper files containing correspondence specific to the application process, i.e., grant proposals, grant contracts, and copies of grant checks.
8. Provide standard due diligence as required for area nonprofit applicants during the grants cycle, including verifying agency's 501 (c) (3) status.

9. Maintain grants data as it aligns with TCF's database for grants administration.
10. Work with finance department at TCF to process grant distributions/checks, upon the recommendation of the appropriate WGA grants committee
11. Review interim/final reports approved by WGA prior to submitting for payment(s). In the rare case of a problem, TCF will confer with the WGA president, grants co-chairs and/or GLT Members.
12. Assist in the negotiations with grantees, if needed when grant requires amendments.
13. Notify potential grantees NOT receiving grants via letter or email correspondence. depending on ranking during grant selection process.
14. During the application process, act as point-of-contact for inquiries from nonprofit agency representatives requiring technical assistance, for submission of application materials and for WGA grants team communication with applicants.

WGA COMMITS TO:

1. Identify WGA leadership for grants committee/sub-committees, i.e., grants leadership team, decision team, evaluation team and finance team.
2. Recruit and train WGA Members as volunteers for grants committee, i.e., grants leadership team, decision team, evaluation team and finance team.
3. As early as possible, preferably by August, coordinate with TCF staff involved in supporting WGA grantmaking with meeting scheduled and other key dates for annual grants cycle.
4. Establish and/or update the annual grants cycle process and timelines for next year's cycle on an agreed upon deadline.
5. Assemble new and/or existing information on potential grantees for distribution to grants leadership team decision team, evaluation team and finance team.
6. Call and lead committee/sub-committee meetings for purposes of the WGA Pooled Fund grant cycle.
7. Ensure taking and distribution of meeting minutes/outcomes/deliverables.
8. Prepare committee meeting materials, including written recommendation(s) to operating board for review and approval.
9. Annually develop and present slate of recommended grants from Pooled Grant Fund to WGA membership at the designated membership meeting.
10. Provide TCF staff with information such as grant recommendations (agency names, grant dollars, program names, grant contacts, length of grant, grant purpose/description) to accomplish duties as outlined above.
11. Review and approve interim and closing reports in connection with processing/distribution of grant funds by TCF staff. Notify staff with oversight of grantee status upon report completion. Submit reports to TCF.
12. Acknowledge that TCF retains variance power on all grants with TCF and all suggested grants must be approved by TCF's Board of Trustees.

AMENDMENT/ANNUAL REVIEW

TCF and WGA agree that this written AGREEMENT, outlining their common understanding of their relationship and commitments, is valuable to ensuring the success of Women's Giving Alliance. TCF will document as amendments to this AGREEMENT modifications of this relationship and/or commitments that may become appropriate as identified in a bi-annual review, with a provision to amend if needed, by TCF and WGA leadership.

EFFECTIVE DATE AND TERM

Acknowledgment of this written AGREEMENT, outlining TCF's and WGA's common understanding of their relationship and commitments, is documented as of the date signed below. TCF will formally terminate this AGREEMENT in writing in the event TCF and/or WGA determine it no longer adequately or appropriately documents their common understanding of their relationship and commitments.

The undersigned, each being the duly authorized officer of The Community Foundation for Northeast Florida and Women's Giving Alliance, an initiative of The Community Foundation for Northeast Florida, have signed and agree to the relationship and commitments set forth in this AGREEMENT.

The Community Foundation, Inc. d/b/a The Community Foundation for Northeast Florida



Date 1/16/2025

Isaiah Oliver, President

Women's Giving Alliance

An Initiative of The Community Foundation for Northeast Florida



Date 1/16/2025

Sabeen Perwaiz 2024-2026 President