

Official Advisory Council Charter



Administered by the Office of Secretary of State

Approved by the Combined Fund Drive Advisory Council

March 2021



Secretary of State
Kim Wignar

OFFICE OF THE SECRETARY OF STATE
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Brief History

The Washington State Combined Fund Drive (CFD) was implemented in May 1984 under an Executive Order of Governor John Spellman. The first campaign was conducted in October 1985. Since that time the CFD has been placed in state law under RCW 41.04.033; 41.04.035; 41.04.036; and 41.04.039.

The purpose of the CFD is to raise money for charity and reduce the disruption to government that formerly existed when there were a number of fund drives. The CFD provides Washington State employees and retired Washington State Public employees an opportunity to express their caring for communities by allowing them to contribute to the charity of their choice through payroll deduction. The CFD provides a convenient means for state employees and retired public employees to contribute to a wide range of charitable organizations in local and international communities.

Combined Fund Drive Vision, Mission and Values

Our Vision:

Making a World of Difference

Our Mission:

To empower Washington public employees and retirees to strengthen their communities through the funding and support of charities.

Our Values:

- We connect state employees and retirees to improve our world, state and local communities through charitable involvement.
- We value and respect employee choices by providing the widest range of giving opportunities.
- We value innovation and efficiencies that best serve the needs of employees, retirees, and the charities they support.
- We consistently improve our operations to increase accessibility and participation.
- We value and feel it critical to foster a partnership among the federations and charities, the CFD Committee, the CFD staff, and state employees.

Advisory Council Function

The function of the members of the Advisory Council shall be to advise and make non-binding recommendations to the Secretary of State and the CFD staff with respect to matters within areas of their experience and expertise.

The Council will help establish standards and criteria for charity participation, campaign structure, the appointment and education of volunteers and production of campaign materials.

The council's role shall be purely ministerial and advisory, with the ultimate responsibility for management of the Combined Fund Drive's operational objectives resting with the Secretary of State and the Special Programs Director. The Secretary of State shall have no obligation to adopt, or otherwise be bound to act upon, any recommendation of the Advisory Council, but shall, in his/her sole and absolute discretion, have the ability to take the Advisory Council's recommendation under advisement.

Advisory Council Structure

The Advisory Council may consist of ten members appointed by the Secretary of State for two-year terms (WAC 434-750-300). Membership on the Committee is voluntary. Committee members may be appointed from the following groups:

- state agencies
- higher education institutions
- the legislative branch
- the judicial branch
- elected officials
- public employees' unions
- retired state employees
- staff of charitable organizations
- private sector employees

Responsibilities of Advisory Council Membership

The main responsibility of the members of the Advisory Council shall be to meet and make recommendations to the Secretary of State and CFD staff as to matters within the areas of their experience and expertise.

Other primary responsibilities of membership include:

1. Providing candid, open and honest advice and evaluation as appropriate.
2. Helping to determine the CFD mission and purpose.
3. Supporting the Special Programs Director and assessing the CFD program's performance.
4. Ensuring effective organizational planning.
5. Enhancing the organization's public image.
6. Ensuring legal and ethical integrity and maintain accountability.
7. Exercising good judgment and confidentiality regarding the Committee's internal affairs.
8. Providing leadership in the state employee and public agency retiree community on behalf of the CFD.
9. Serve as an advocate for the CFD.
10. Serve as a volunteer on the annual CFD campaign within the member's own organization or retiree associations.

Advisory Council Meetings

The Committee shall meet four times per year with each meeting lasting no longer than two hours. One of the meetings may be a full Annual Retreat. Meeting locations may be in different locations around the state at various state government sites and higher education facilities.

It is the intention of the Committee to establish meeting dates and locations a year in advance to facilitate attendance by Committee members, interested representatives of charitable organizations and the general public.

Council members will be provided with any pertinent documentation (i.e. agendas, minutes, items important to accomplishing meeting goals, etc.) no later than ten days before the scheduled Advisory Council meeting.

Subcommittees

The state CFD staff identified three goals under the Annual Program Plan that will help the program accomplish its objectives. Ad hoc subcommittees may be formed to work on these three goals. Each subcommittee will be chaired by a Committee member and tasked to implement the CFD Strategic and Annual Program Plans. The subcommittee chair will be responsible to recruit members, convene meetings, discuss matters in depth, and present its findings and recommendations to the entire committee. If an Ad hoc subcommittee is formed, each chair is encouraged to add non-CFD Committee members as participants.

Costs and Reimbursement

Members who are state employees shall be reimbursed by their employing organizations for costs associated with their duties in accordance with state laws and regulations. Members who are not state employees shall be reimbursed by the CFD for costs associated with their duties in accordance with state laws and regulations.

Ethical Obligations of CFD Advisory Council Members

Committee members have three basic ethical obligations:

1. **Duty of care** – this requires the exercise of care, diligence, and skill that an ordinary, prudent person would exhibit under similar circumstances.
2. **Duty of loyalty** – this requires the pursuit of the CFD's best interests. A committee member should avoid self-dealing, absent full disclosure and committee approval in each case.
3. **Duty of obedience** – this requires actions in accordance with the CFD's rules and in furtherance of its goals as stated in our mission statement, WAC's, and RCW's.

The signatures below indicate that this document has been viewed by each Advisory Council member and approved by the Office of Secretary of State and the Special Programs Director for the Combined Fund Drive.

This charter has been so approved on March 3, 2021 by:

A handwritten signature in blue ink, appearing to read "Kim Wyman", written over a horizontal line.

Kim Wyman
Secretary of State

A handwritten signature in blue ink, appearing to read "H. Hirota", written over a horizontal line.

Heather Hirota
Community Programs Director