



6880 Capitol Boulevard S.  
PO Box 40250  
Olympia, WA 98504-0250  
360-704-7143  
[www.cfd.wa.gov](http://www.cfd.wa.gov)  
[cfd@sos.wa.gov](mailto:cfd@sos.wa.gov)

April 11, 2012

**MEMORANDUM OF POLICY**

**RE: Combined Fund Drive County Committee**

**OVERVIEW**

In order for the Washington State Combined Fund Drive (CFD) to better facilitate the charitable giving program in local areas, county committees will be formed in counties with significant populations of public employees. These committees serve as a coordinating body for the local agency offices, promoting campaigns and assisting local coordinators by holding fundraising events (if the committee so chooses), charity fairs, recognition ceremonies and training presentations.

**PURPOSE**

Each county committee is responsible for pursuing the mission of the state Combined Fund Drive by acting as the local extension of the state office. Committees assist in training local coordinators, planning and executing county events, and helping with local publicity of the Combined Fund Drive.

**SCOPE**

All county committees are accountable to any rules, regulations and guidelines set forth by the state CFD office. Committees will make decisions in their areas of responsibility following the guidelines provided in this document. Any rulings made by the state CFD office will apply to all county committees equally and will supersede rules made at the county level. The state CFD office reserves the right to overrule county committee judgments in matters that are regarded as statewide in nature.

**FUNCTION**

The basic functions of each county committee are to:

- Help facilitate local coordinator training in county areas
- Plan and execute fundraising events and charity fairs in county areas if committee so chooses
- Plan and execute recognition events in county areas
- Handle local publicity (radio, hanging of banners, publications, etc.)
- Maintain communication with the state CFD office and area coordinators concerning programs, events and publicity

Pursuance of any other non-fundraising event functions outside of those clarified in the above statements must be first approved by the state CFD office.

In any case where committee members interpret an action of their committee or its leadership to be outside the limits of its responsibility, members shall be allowed to present such interpretation to the state Combined Fund Drive office and request mediation between the two sides.

**MEMBERSHIP**

The following are guidelines for membership in county committees:

- Committees can be made up of local agency and higher education volunteers, local charitable representatives, state retirees and state CFD personnel
- Membership is completely voluntary and can be ceased at any time
- A committee must have a minimum of five active members
- A member is considered inactive after missing five consecutive meetings or eight meetings in one calendar year
- A member is can be given a special exemption if absences are caused by unforeseen circumstances or extended leaves of absence
- Assistance at committee fundraising and/or recognition events can supplement for missed meetings
- The state CFD office will assist county committee in matters of recruitment, including but not limited to the printing of recruitment materials and crafting of calls for recruitment to agency leadership

## OFFICERS

The officers of each committee must include a chairperson and an administrator. A co/vice-chairperson, and/or a treasurer can also elected upon committee discretion. These officers will act in the best interests of both the county committees and the state CFD office, and represent the volunteers of the Combined Fund Drive.

### Officer Term Limits

- Committee officers are to be elected to terms lasting no longer than two years
- Committee officers are to hold positions for no longer than two terms
- If no one chooses to run, committee officers are eligible for another term, even if their term limits has been exceeded. In such cases, the committee must still hold a majority vote to retain the current officers.

### Officer Election Process

- Elections must be held in January of each election cycle
- Committee members may either be nominated for the election process or nominate themselves
- If accepted by a majority of the committee, a statement of intent and qualifications exceeding no more than 250 words may be presented by each candidate
- The state Combined Fund Drive office will be responsible for holding the election and tabulating the results
- Voting will be open for no more than two weeks
- Upon the early resignation of a committee officer, the committee will proceed with the proper succession plan and hold a special election no more than one calendar month after the resignation of the officer

### Committee Chair Roles and Responsibilities

- Is aware of the task and responsibilities of the committee and communicates these with the committee and state CFD office
- Develops and maintains annual committee calendar of events throughout the area
- Prepares meeting agendas and submits it to committee members in its areas of responsibility



- Conducts meetings by assisting the committee members to work together effectively and arrive at appropriate decisions through consensus
- Monitors implementation of all committee decisions
- Forms ad hoc committees when necessary; delegates responsibilities; and encourages cooperation both in and out of meetings
- Oversees recruitment and orientation of new committee members
- Assists the next chairperson in the understanding of the committee's history, responsibilities and resources. Transfers all committee materials to the new chairperson
- Performs duties consistent with the mission of the state Combined Fund Drive office

#### **Committee Co/Vice-Chair Roles and Responsibilities**

- Conducts meeting in the absence of the chairperson and is familiar with the Combined Fund Drive structure, committee guidelines and activities, and consensus decision-making so as to provide continuity for the group
- Becomes chairperson in case of a vacancy
- Performs special tasks consistent with the office as assigned by the chairperson of the committee

#### **Administrator Roles and Responsibilities**

Administrators can volunteer for their role or be appointed by the chairperson

- Taking minutes at meeting
- Copying and distributing agendas
- Maintains committee membership roster and notifies the state CFD office of any changes
- Performs duties as assigned by chair and co/vice chairperson
- Cash handling if no treasurer is present
- Creates and finalizes county committee annual report if necessary

#### **Treasurer Roles and Responsibilities**

Treasurers can volunteer for their role or be appointed by a chairperson

- Handles cash and donations at each county committee event
- Reports and submits fundraising dollars to the CFD through the online system
- Responsible for the submission of all A-19 reimbursement forms through the CFD state office
- Creates and finalizes county committee annual report if necessary

#### **MEETINGS**

Regular meetings are held at such time, place and date as the county committee may designate.

An agenda is to be prepared before the meeting by the chairperson\*, and after appropriate consultation with the chairpersons of specific sub-committees, based on an understanding of the ongoing needs and concerns of the Combined Fund Drive within the scope of the committee's responsibilities. A written agenda must be presented to all active committee members at least 3 days before each meeting.

Special meetings may be called by the chairperson, state CFD office or a quorum of the committee. A quorum consists of a majority of its members. Notice of such meeting must be given to ALL committee



members within two days prior to the meeting, indicating time, place and purpose. The state CFD office must be notified of any special meetings that occur. No business other than that stated as the purpose is to be conducted at that meeting.

All meetings are subject to the Washington State open public meetings act (RCW 42.30)

### **SUBCOMMITTEES**

The committee shall form subcommittees for specific events as needed. Each subcommittee shall elect a chairperson or representative who speaks on behalf of the subcommittee at standing committee meetings. Upon approval, the subcommittee may develop its own goals.

### **EVENT FUNCTIONS**

The purpose of Combined Fund Drive county committees is ultimately to help publicize the Combined Fund Drive and support local coordinators in local areas. This goal can be achieved through the planning and executing of local events. These events must fall in line with the mission of the Combined Fund Drive.

The following are a minimum set of guidelines for each county committee to follow when planning specific events:

#### **Recognition Events:**

- County committees will be limited to no more than six award categories with no more than two award winners per category or 1% of the overall population of the state employees in the specified county area. Themes are subject to the committee's discretion.
- The state CFD office will take time during each program to thank county committees and award statewide recipients.
- The state CFD office will assist in the following ways:
  - Attendance of state CFD personnel to speak/present statewide awards
  - The printing of event certificates, programs, promotional materials, etc.
  - The distribution of invitation letter to agency directors and higher education presidents notifying them of nominees
  - Assistance (if needed) in solidifying elected officials as keynote speakers during event
  - Reimbursement /payment for venue, food and drink for event
- County committees will assist in the following ways:
  - Selection of date/time of recognition event
  - Selection of venue for event
  - Selection of food/drink for event
  - Establishing award categories/complete forms and send to state Combined Fund Drive
  - Procurement of charity speaker and materials for event

#### **Local Coordinator Training**

- Campaign Leader training is to be administered by the state Combined Fund Drive office
- Local coordinator training events are to be scheduled in August, September or October in county areas
- The state will assist in the following ways:
  - Procurement of date/time/venue of training event



- Assistance of presentation during training
- Collection of RSVPs
- Reimbursement/payment for food and drink for training
- Approval of training materials
- County committees will assist in the following ways:
  - Establishing training agenda
  - Procurement of items/food for training
  - Presentation of materials to local coordinators

### Fundraising events

Fundraising events are completely optional and the discretion of the county committee. If a committee chooses to administer an event in its area, the following are guidelines to follow:

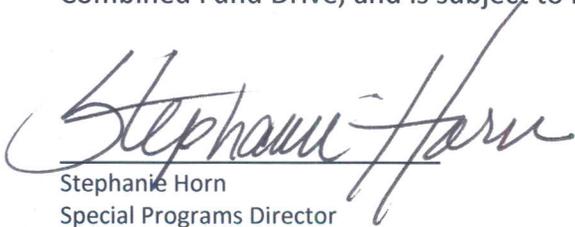
- All projected event costs are to be presented to the state CFD office for approval prior to event
- All funds collected for event must pass through a specific state agency before being transferred to the Secretary of State 525 account
- The state will assist in the following ways:
  - Promotion of event to state agency personnel
  - Assistance in procurement of donated items for event prizes
  - Attendance of state CFD personnel to answer questions if necessary
  - Assistance in hosting event registration documents if necessary
  - Assistance in gather charity presence for event if necessary
- County committees will assist in the following ways:
  - Establishing theme and concept of event
  - Establishing of date/time/venue of event
  - Local promotion of the event
  - Recruitment of volunteers for the day of the event
  - Procurement of donated items for event prizes
  - Handling of funds during event
  - Collection of registration and/or RSVPs

### Local Publicity

- A committee can promote any and all events using local print media, radio stations, and banner placement at the discretion of the committee
- The state CFD office reserves the right to pull all event advertising if publicity is deemed in conflict with the overall mission of the Combined Fund Drive

### SIGNATURES OF APPROVAL

With the signatures below, this memorandum becomes official policy of the Washington State Combined Fund Drive, and is subject to revision only if approved by the state CFD office.

  
 Stephanie Horn  
 Special Programs Director

  
 Randy Ryan  
 Program Manager

