Project Committee Charter

Mission Statement

The Project committee is a governing committee of the Board of Directors whose primary purpose is to develop, evaluate, select, and fund projects that advance Oregon Wildlife Foundation's (Foundation) mission to "empower the lasting conservation of fish and wildlife and citizen enjoyment of our natural resources."

Authority

The authority of all committees of the Board of Directors is limited by the Foundation's bylaws.

1. This committee authorizes expenditures up to $10,000 for projects that advance the Foundation's mission and recommends projects, for approval by the Board of Directors, when the required investment of funds exceeds $10,000.
2. The Project committee may form and delegate authority to subcommittees when appropriate
3. Encumber some portion of our unrestricted funds, prior to allocation to our grant making program and priorities, to support multi-year grant commitments, i.e., Adopt-a-Lek, etc.

Organization

Chairpersons of all governing committees are appointed by the President of the Board of Directors. Each governing committee must consist of at least one Board member. The remaining membership of this committee is as follows:

1. A minimum of two additional members (three in total) shall be members of our Board of Directors. New members of the Board of Directors are expected to participate on the Project Committee for at least one year of their first three-year term.
2. Non-Board or Representative members may also participate on the committee
3. The committee shall consist of no fewer than eight (8) members. Members may be added to the committee at any time. Members of our Board may request to be added to the committee without any further approval action required.
   Representative members may be added to the committee only if sponsored by a current member of the committee or the Executive Director. A resume, CV, and or biographical statement must be submitted to the committee for review prior to a vote of approval at their next regularly scheduled meeting.
4. The committee shall meet quarterly, or more often as needed (including through electronic communication) to conduct its business.
5. A quorum of at least 5 members, of which 50% are members of the Foundation's Board of Directors, must attend a meeting, in person or by phone, to approve funding.
6. Members who cannot attend a meeting are encouraged to provide written recommendations to be reviewed during a committee meeting. Their comments will be taken into consideration by the members present for the meeting

Roles and Responsibilities

1. Interact with individuals and organizations to develop projects, both within the Foundation's habitat priorities and outside them, that advance the mission of our organization.
2. Develop a process and procedure for evaluating and selecting projects.
3. Evaluate grant requests and award funding up to $10,000 for projects submitted using to the Foundation's grant program.
4. Review and recommend applications for funding or project concepts to the Board for approval when the required investment of funds exceeds $10,000.
5. Establish conservation initiatives and habitat priorities for project development and assessment.
6. Develop, evaluate and list potential projects (non grant) to be supported or directed by the Foundation. The committee shall maintain a list that are being considered. The committee shall present the list for discussion at board meetings.
7. Work actively with the other standing committees of the Board namely Fundraising and Executive, to ensure that we have the organizational capacity to accept new project commitments.
8. Review and evaluate the effectiveness of the committee, performance of committee members and adequacy of this charter annually.
9. Members are required to participate by phone or in person in no less than 75% of the committee's regularly scheduled meetings.

Accountability

The project committee is accountable to the Board of Directors for the following tasks:

1. Creation and annual review of 3-, 5-, or 10-year habitat priorities and ongoing evaluation of projects to be implemented or developed with Foundation funding or other support.
2. Development of and adherence to an annual budget for our selected habitat priorities and the (Beulah Drake) Grant Program.
3. Prepare and deliver reports to the Board of Directors at each scheduled meeting
4. Document, review, and approve minutes for all meetings of the committee.
5. The Chair of the Project committee prepares the agenda, manages meetings, makes reports to the Board, develops a process to evaluate the effectiveness of the Committee and the performance of individual members, supports the recruitment of new members, and ensures that the Committee operates in accordance with this charter.

Duration

This is a standing committee of the Board of Directors.

Staff Involvement

The Executive Director will actively assist the Project committee to fulfill its responsibilities under this charter.

Budget

1. Each year the Project Committee shall review available funding and set a budget for grants and for projects under the habitat priorities of our organization. Funding from restricted

resources, as available, may also be used for awards under the Foundation's Grant Program and habitat priorities.

2. Funds on hand will be reviewed at each meeting of the committee and prior to the review of requests and approval of commitments.
3. Generally, unrestricted funding will be allocated so that it's available throughout the year for new requests.
4. Encumber some portion of our unrestricted funds, prior to allocation to our grant making program and priorities, to support multi-year grant commitments, i.e., Adopt-a-Lek, etc.

Reporting

This committee will make regular reports to the Board of Directors.

Guidelines

1. We make cost reimbursement grants only.

2. Requested funds must be matched dollar-for-dollar, in cash, or in-kind from other sources. It's appealing to the Foundation if the applicant's organization is a cash contributor to the project. We do not typically make multi-year grant awards.

3. Grant funds must be expended in the way outlined in your original application. If you need to reallocate expenditures for any reason, our office must be contacted first.

4. As requested in our application, a statement of support from a local, state, or federal biologist is required for fish, wildlife, or habitat-related projects. The same may be required for access projects if the need isn't clearly demonstrated.

5. Overhead or administrative costs will not be reimbursed.

6. Salaries, except for project-related contract personnel, will not be reimbursed.

7. Other disallowable uses of Foundation funds include fundraising or advocacy activities, ongoing operating expenses, and pass-through grants.

8. A typical funding award is $5,000 or less. If your need for funding is greater than that, please contact tim@myowf.org at the Foundation office.

9. Projects taking place outside the state of Oregon will not be considered.

10. Only one applicant may apply for funding if the proposed project is being undertaken by a consortium.

11. Public recognition of the Foundation's support by the grantee is expected. That can be in your own organization's publications (including social media posts), the local newspaper, or a combination of these.