

GROW GRAND ISLAND

Operating Guidelines



1. Mission Statement

Grow Grand Island cultivates bold ideas that create business and quality of life opportunities in our region through planning, partnering, and doing.

2. Executive Committee Structure and Process

2.1 **Governing Structure.** In accordance to the Bylaws, the Grow Grand Island 'Association' shall be managed by the Executive Committee. The Executive Committee structure, its members, their terms of office, removals, resignations and vacancies are outlined in the Bylaws as well.

2.2 **Executive Committee Job Description.** The job of the Executive Committee is to lead the organization toward the desired performance and assure that it occurs. The Executive Committee's role is to govern and manage. To perform its job, the Executive Committee shall:

2.2.1 Determine the mission, values, strategies and major goals/outcomes and hold the Committees accountable for implementing the strategic plan based on these policies.

2.2.2 Monitor the performance of the organization relative to the achievement of the goals/outcomes.

2.2.3 Ensure financial solvency and integrity through policies and behavior.

2.2.4 Require periodic financial and other external audits to ensure compliance with the law and good practices.

2.2.5 Evaluate and constantly improve performance as the governing body of the Association. Set expectations for volunteers and hold them accountable.

2.3 **Orientation.** Prior to service, each proposed Executive Committee member shall be given this document along with adequate briefings on the role of the Executive Committee and an overview of strategic plan, programs and finances.

2.4 **Executive Committee Meetings.** Executive Committee meetings and their structure are held in accordance with the Bylaws. Policies that are intended to improve the process for planning and running meetings follow:

2.4.1. The lead organizations, currently the Grand Island Chamber of Commerce and City of Grand Island, shall work with the Chair and committee chairs in developing agendas. Background materials, financial reports, recommendations for changes in the Standing Policies, previous minutes, etc. shall be e-mailed to all Executive Committee members in advance of Executive Committee meetings.

2.4.2 Meetings held in the fourth quarter of each year shall include a review of the planning and budgeting for the upcoming year. Special meetings and annual meetings of the Executive Committee are held in accordance with the Bylaws.

2.5 **Strategic Plan (aka ‘Grid’)**. The Grow Grand Island Implementation Plan and accompanying outline (the “grid”) of the plans initiatives will serve as the guiding documents for the organization. Executive Committee members are encouraged to think strategically at all times. The strategic plan will be reviewed regularly and updated as needed. The strategic documents provide general direction for key focus areas. Committees are charged with the responsibility to develop specific goals that fall in close alignment with the plan’s identified objectives and strategies.

2.6 **Standing Committees**. Committees help the Executive Committee be effective and efficient.

2.6.1 Implementation Committee. The Implementation Committee shall serve as the “keeper of the goals,” playing a critical role as a convener and coordinator of implementation efforts across numerous organizations.

The members of the Implementation Committee must be “champions” of the visioning process, its recommendations, and the implementation effort. They must work to inform and educate the community and its leadership, and build support for specific initiatives. They must constantly remind themselves and the community that the Grow Grand Island recommendations were derived from extensive research and public input, including the opinions of thousands of Hall County residents.

The Implementation Committee should serve as a catalyst. It should be the primary convener of implementation partners and will need to consistently remain focused on actions and results. The members of the Implementation Committee will need to engage a wide variety of organizations, institutions, and individuals that are necessary partners to carry out the Strategic Plan.

2.6.2 Finance Committee. This committee shall develop and recommend to the Executive Committee those financial principles, plans, and courses of action that provide for mission accomplishment and organizational financial well-being. Consistent with this responsibility, it shall review the annual budget and submit it to the Executive Committee for its approval. In addition, the committee shall make recommendations with regard to the level and terms

of indebtedness, cash management, investment policy, financial monitoring and reports, employee benefit plans, signatory authority for expenditures and other policies the committee determines are advisable for effective financial management. The Finance Committee shall be comprised four members (three voting and one non-voting), the CEO of the Grand Island Community Foundation (serving as a non-voting liaison), an at-large member of the Grow Grand Island Implementation Committee, a certified public accountant or financial professional, and the Grow Grand Island Executive Committee Treasurer. The Grow Grand Island Executive Committee Treasurer shall serve as the Finance Committee Chair

2.6.3 Grant Committee. The purpose is to review and evaluate grant requests for funding and share recommended request for funding to the Executive Committee. The Grant Committee shall be comprised of six members (five voting and one non-voting); three from the Implementation Committee, two community members; and the Grand Island Community Foundation Grant Administrator. The Chair person is a member of the Implementation Committee.

2.6.4 Fundraising Committee. The purpose is to ensure that there is financing to benefit the Grow Grand Island initiatives in a manner that acknowledges such efforts require public and private investments above and beyond what each organization can support through their individual organizations. The Fundraising Committee shall include four - ten members including the GICF CEO (serving as a non-voting liaison) and the GGI Implementation Chair.

2.6.5 Other Committees as determined.

2.7 **Executive Committee Members' Code of Conduct.** The Executive Committee expects of itself and its members ethical and businesslike conduct. Executive Committee members must represent loyalty to the interests of the entire association, superseding any conflicting loyalty such as that to advocacy or interest groups and membership on other Executive Committees or staffs.

Executive Committee members must avoid any conflict of interest with respect to their fiduciary responsibility. There must be no self-dealing or any conduct of private business or personal services between any Executive Committee member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.

Each Executive Committee member is expected to complete and sign an Annual Conflict of Interest form, in accordance with the laws of the State governing not-for-profit organizations, and other expectations of Executive Committee members.

3. Executive Committee Officers and Lead Organizations

- 3.1 The Executive Committee Officers, their responsibilities, terms of office, etc. are in accordance with the Bylaws of the Association.
- 3.2 The job of the Executive Committee is to lead the Association to the desired performance and assure that it occurs. The day-to-day implementation of the Association is delegated to supporting organizations.

3.2.1 The Lead Organizations shall maintain documentation for the use at the Executive Committee meetings (e.g., Articles, Bylaws, organization chart, recent minutes, committee roster, list of key volunteers/consultants, and other Executive Committee documents). In addition, a website shall also be maintained. The website shall contain the Bylaws, Executive Committee agendas, minutes, and other reference documents as well as Committee agendas and minutes. Additionally, the Executive Committee expects the following documents to be available to the public via the Grow Grand Island website:

Periodic informal memoranda on significant achievements and relevant activities related to organization goals

Annual reports, including:

- (A) Year-end budget and results
- (B) External audit report

4. Finances

- 4.1 The Executive Committee is responsible for the oversight of the receipt, processing and disbursement of funds under controls sufficient to meet the Committee's appointed auditor's standards.
- 4.2 All money paid to Grow Grand Island shall be placed in the Grow Grand Island general fund, unless the funds are identified for a specific project.
- 4.3 Expenditures: Expenditures under \$1000 may be made without seeking multiple bids. Expenditures over \$1000 require written record of competitive bids. A disbursement form must be completed for all expenditures.
- 4.4 Grant Disbursements: The process for grant disbursements are as follows:
 - a. Implementation Committee Member, acting on behalf of a specific Committee, submits a request for funds to the Grant Committee
 - b. The Grant Committee considers the request and forwards the recommended onto the Executive Committee for funding consideration. A personal presentation may be conducted where applicable.
 - c. Executive Committee will consider all recommendations from the Grant Committee on a quarterly or as needed basis; votes may be conducted by

email or conference call. A personal presentation may be conducted where applicable.

- d. Approval / Denial of the request will be recorded in the minutes of the Executive Committee meeting. The minutes will then be provided to the Grand Island Community Foundation (GICF), along with the approved application and the Disbursement Form. Upon approval, the fund request form must be signed by the Executive Committee Chair, the Treasurer and the GICF CEO. If funding request is denied, a letter will be provided to the applicant.
- e. Grand Island Community Foundation will process payment in a timely manner and will issue a disbursement report to the Executive Committee by the fifth of the month as so it can be reviewed at the next Executive Committee meeting.

4.5 Budgeting for any fiscal period shall not (1) deviate materially from the Executive Committee's goals and priorities listed above; (2) risk fiscal jeopardy; or (3) fail to show a generally acceptable level of foresight. Accordingly, the Executive Committee requires that the budget:

4.5.1 Contain sufficient detail to (1)enable accurate projection of revenues and expenses, (2)separation of capital and operational items, (3) monitoring of cash flow and subsequent audit trains, and (4) disclosure of planning assumptions.

4.5.2 Anticipate the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

4.5.3 Maintain a balance of \$1,000 of protected cash. Funding for any committed projects will be maintained in a Money Market account with the Grand Island Community Foundation.

5. Amendment of Operating Guidelines

5.1 The Operating Guidelines may be amended by a majority vote of the Executive Committee.

6. Miscellaneous

6.1 **External Relations.** With respect to representing Grow Grand Island to the public, including to media, governing bodies, committees, and general public, the Executive Committee members and Grow Grand Island Chair are authorized to speak on behalf of the organization. Implementation Committee members may speak on general topics, as well as their specific initiative.

Adopted May 12, 2016