



Please note that this charter is pending approval from the EWU Foundation Executive Committee and the EWU Foundation Board of Directors (November 19, 2020)

EAGLE GRANTS COMMITTEE CHARTER

I. PURPOSE

The Eagle Grants Committee (“Committee”) of the Board of Directors (“Board”) of Eastern Washington University Foundation (“the EWU Foundation”) has overall responsibility for the management and disbursement of grant funds allocated to support the efforts of faculty and staff and provide opportunities for development and research while supporting the mission of Eastern Washington University. The members will discharge their duties solely on behalf of the EWU Foundation’s mission. The Eagle Grants Committee is an ad-hoc committee of the EWU Foundation.

II. MEMBERSHIP

The membership of the Committee shall consist of at least three voting members, all of whom shall be voting members of the Board of Directors of the Foundation. The membership shall be comprised of a Committee Chair that is appointed by the Chair of the Board, a Vice Chair appointed by the Committee Chair and at least one other voting Director. All committee members shall be independent directors free from any relationship that, in the opinion of the Board, would interfere with his or her exercise of independent judgment as a member of the Committee. Members of the Committee shall serve at the pleasure of the Board and shall be appointed to, and removed from, the Committee by the Board. The Chair and members will serve terms pursuant to the established Foundation Bylaws.

III. MEETINGS

The Committee shall hold regular meetings pursuant to a schedule issued by the Chair of the Directors and pursuant to the Foundation Bylaws. Special meetings of the committee may be held upon the call of the Committee Chair, Chair of the Directors, at any time that the attendance or consent of at least a majority of the committee can be obtained.

IV. OPERATIONS

The Committee Chair shall prepare or approve an agenda in advance of each meeting. The Committee Chair shall preside at all meetings. At the request of or in the absence of the Chair, the Vice Chair shall preside at meetings and otherwise fulfill the duties and obligations of the Chair. The Committee will cause to be kept adequate minutes of its proceedings, and shall present any findings, actions taken, activities or recommendations to the Board. Minutes shall be filed with the Foundation records. Committee members will be furnished with copies of the minutes of each meeting and any action taken.

In accordance with the approved Bylaws, the Committee will be governed by the same rules regarding meetings, action without meetings, notice, waiver of notice, and quorum and voting requirements as are applicable to the Board. The Committee is authorized and empowered to adopt its own rules of procedure not inconsistent with (a) any provision hereof, (b) any provision of the Bylaws of the Foundation, or (c) the laws of the state of Washington. The Committee shall have the authority to delegate to subcommittees and to Foundation staff. A quorum shall consist of a majority of the members who are entitled to vote.

V. RESPONSIBILITIES AND DUTIES

The Committee is charged by the Board with the responsibility to:

1. Be familiar with the Mission of Eastern Washington University.
2. Review and understand the grant guidelines and requirements for application of funding.
3. Meet as a committee as required to consider applications.
4. Conduct a thorough review and evaluation of proposals/applications in accordance with published guidelines to determine allocation of funding awards.
5. Oversee the grant budget and disbursement of grant funds.
6. Report regularly to the Board of Directors on the Committee's activities and actions, as appropriate.
7. Maintain record of meetings, disbursement of funds and report to the Board of Directors the results of Committee meetings.
8. Review the reports from grantees to evaluate the impact of funds disbursed by the Foundation.
9. Annually review the Committee's own performance, and report the results of such review to the Board of Directors.

10. Review the application, guidelines and review process for opportunities to improve the efficiency and effectiveness of the process
11. Annually review and reassess the adequacy of this charter and recommend any proposed changes to the Board of Directors for approval.
12. Perform such other duties or functions required by law or otherwise as are necessary or appropriate to further the Committee's purposes, or as assigned by EWU Foundation's articles of incorporation, bylaws, or the Board of Directors.