

# Town of Lyman

## Committee Project Statement

## Giving Committee

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### Enacting Provisions

The Giving Committee is established under the appointing authority of and accountable to the Town Manager and the Select Board. It shall function as stipulated in its purpose and in accordance with Municipal Charter and State statute.

### Composition

Members shall be appointed and/or reappointed by the Select Board

The Committee shall be an Adhoc Committee established for a term of one year from the date of appointment of its first member. The Select Board reserves the right, under the Municipal Charter, to extend the disestablishment date for up to one additional year. The Select Board may also choose to establish the Committee as a Standing Committee by warrant article in accordance with Municipal Charter.

The committee shall consist of a minimum of three (3) members. Members can apply to be reappointed, if the Committee is established for an additional year as an Adhoc committee or as a standing committee.

The Committee shall elect from within its members a Chair and a Correspondence Secretary.

The General Assistance Director may serve as a liaison on the committee.

### Purpose of the Committee

The Giving Committee works to review and evaluate charitable giving strategies for the community and will develop, plan, and implement humanitarian events annually and seasonally. By networking and building strong, local connections, the Committee will strive to identify positive and meaningful programs to help promote the welfare of citizens in need.

The committee shall endeavor self-sustaining and advocacy goals by implementing fund raising events, researching grant proposals, collaborating with local businesses, stewarding public engagement, and any other resourceful means that will ultimately fortify a strong culture of community networking.

To provide purposeful contributions, the committee shall conduct periodic analysis identifying demographic transitions and trends in the community. The Committee may at times collaborate with other committees, such as Comprehensive Growth, to help promote feedback in support of community development and enrichment.

The Select Board and/or Town Manager may call to action the Giving Committee to respond to delegated tasks, in so far as it is related to goals associated with charitable strategies.

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### General Provisions

The Committee shall uphold the utmost responsibility of confidentiality of the public it serves when sensitive information may become known whether intentionally or unintentionally.

The Committee shall hold a meeting to fulfil its duties of electing a Chairperson and Correspondence Secretary.

The Committee shall hold all meetings open to the public and ensure adequate notification is published in accordance with state statute.

On matters pertaining to delegated tasks, special projects and/or review of strategic plans and policies the Committee shall provide to the Select Board their recommendations in writing, which will be subject to final approval of the Board.

All records created and/or obtained by the Committee are under ownership of the Town of Lyman and must be submitted to the Town for records retention.

The Committee shall uphold the requirements of Municipal Charter and applicable state statutes regarding municipal functions of government.

### Budget Line

Funding is pending Town appropriation for each fiscal year. Once an appropriation is approved, all requests for expenditures shall be in writing and is subject to the approval of Town Manager. In the interim of Town Manager, the Select Board will serve as the authorizing body.

Funding requests in excess of the authorizing power of the Town Manager/ Select Board will be subject to appropriation by Town Meeting.