

AMC-SEM Development Project Process

Approved by SEM Executive Committee October 12, 2022

Updated: November 15, 2023

The following is the Southeastern Massachusetts Chapter's process by which SEM Executive Committee members, other SEM volunteers, and SEM chapter members can solicit, develop and present proposals to the Executive Committee for consideration and approval which will tap into the funds available in the Chapter's cash or excess/invested reserves accounts. The reserve accounts funds are separate from the funds considered as part of the Chapter's annual operating budget.

As described in the 2021 AMC Volunteer Finance and Administration Manual, "planning for use of excess reserves by chapter leadership should be forward-thinking and include an annual review and update by chapter leadership. The plan should focus on strategic initiatives or projects that advance the chapters towards a bright future, working on sustainable outcomes/expectations. Ideally, the plan should have a multi-year horizon; excess reserves need not (and should not) be spent down all in one year."

Considerations for Proposals

In order for an proposal to be considered by the SEM Executive Committee, it must be consistent with AMC's overarching mission and vision and meet one or more of following criteria:

- a) Consistent with and complements the AMC's strategic themes as outlined in AMC 150 (Active Conservation, Outdoor Journey, and Recreational Network);

- b) Consistent with and complements the SEM's strategic priorities and initiatives adopted by the Executive Committee; or

- c) Supports AMC or Chapter-specific goals for expanding educational programs, membership or conservation programs.

Proposals may be for AMC Development Projects, as identified by the Club, and for initiatives within the SEM region.

Budget Process

Each year the Executive Committee shall determine the operational budget for SEM region projects. This will be part of the overall SEM budget process. The annual deadline for the approval of the Chapter's annual budget is set by AMC Finance.

If approved projects during the year exceed the SEM operational budget, ExCom will determine whether to fund from the overall operational budget or to move funds from the SEM reserve account.

From time to time, the Club requests chapter funding of development projects. These requests are generally sent to the Chapter Chair. When received, the Chair shall forward the request to the Development Committee, along with their recommendations. The Development Committee Chair shall schedule a meeting to discuss which projects to fund and for what amount. These projects will be funded from the SEM reserve account, not the operational budget.

Funding Request Proposals

a) Executive Committee members, other SEM volunteers, and Chapter members will develop their proposals using the Chapter's proposal template that includes headings for all requisite information including a lead contact to provide additional information for a proposal under consideration.

b) All submitted proposals must include narrative addressing the following:

- A brief explanation of the rationale for the amount of reserve funding requested;
- An explanation of why the proposal is a worthwhile and effective use of the Chapter's invested reserves;
- How the investment of reserve funds would satisfy one or more of the criteria listed above;

- The timeframe for expenditure of the funds; and
- The method for expenditure of the funds.

d) Investment proposals are reviewed by the SEM Development Project Committee, which may request more information prior to submission to the SEM Executive Committee. When the proposal is in good order, the committee shall present it to ExCom for discussion in the next scheduled meeting resulting in approval of funding, a request for clarification/more information, or rejection with reason(s) provided.

If the project is time sensitive and ExCom does not have a scheduled meeting within the next month, the committee, including the Chapter Chair, shall determine whether there should be an email vote.

Funding Allocation and Disbursement

- a) Once investment proposals are submitted to the Executive Committee, the Executive Committee agrees to objectively evaluate and vote on investment proposals based on their reflection of the AMC's mission as well as the proposal's satisfactory adherence to the criteria listed above.
- b) Once this process is complete and a proposal is approved for funding, funding will be disbursed based on the agreed upon method. These methods may include wire or check to an outside non-profit organization or governmental entity, purchase of supplies by AMC-SEM, or reimbursement for purchases made on behalf of a non-profit. Disbursements in excess of \$250 to outside organizations will require approval by the Club.
- c) Funding for AMC development projects is done via a transfer from the SEM Reserve account to AMC.

SEM Development Committee Membership

The SEM Development Committee shall be comprised of SEM members. Chapter Chair and Treasurer are ex officio members. Other members may be selected from the SEM Executive Committee or members at large. Members

should be engaged in the chapter and the community. They should proactively seek new projects through interactions with other members, SEM leaders, activity participants, and community contacts.

A DevCom member may be the sponsor for a proposal.

The committee members select the committee chair. That person is responsible for scheduling review of SEM region proposals as well as Club requests for development project funding.