

## **AMC-SEM Investment Reserve Disbursement Process**

Draft for Review by AMC and SEM Executive Committee

Updated: October 7, 2022

The following is the Southeastern Massachusetts Chapter's process by which SEM Executive Committee members, other SEM volunteers, and 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. These 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.

### **Annual Process to Set Funding Available for Proposal**

Each year the Executive Committee will establish a goal for the amount of existing reserve funds to be made available for funding investment proposals. This will coincide with the annual deadline for the Executive Committee's approval of the Chapter's annual budget and submission to the AMC Finance Office.

### **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.

c) Investment proposals to be considered for funding each year are due to the SEM Development Project Committee three weeks prior to the March or September Executive Committee meetings, which are held the 2nd Wednesday of the month.

i. If there is a more urgent need for a project, the request may be submitted to the Committee off cycle, with a request that it be reviewed and funded off cycle. The Committee will review and then submit to the Executive Committee for vote.

d) Investment proposals are reviewed by the SEM Development Project Committee, which may request more information prior to submission to the SEM Executive Committee.

e) Investment proposals are submitted to the SEM Executive Committee for discussion in the March and September Executive Committee meetings resulting in approval of funding, a request for clarification/more information, or rejection with reason(s) provided.

### **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. Grants in excess of \$250 to outside organizations will require approval by the Club.