



BOARD & EXECUTIVE COMMITTEE

2024 MEETING SCHEDULE

The Board meets annually as follows:

January – Annual Board Retreat
March – Board meeting
May – Board meeting
September – Board meeting
November – Board meeting

2024 Board of Trustees Meeting Schedule:

Board Retreat – Saturday, January 20 from 9 a.m. to 2 p.m.
Board Meeting – Wednesday, March 6 from noon – 1:15 p.m.
Board Meeting – Wednesday, May 8 from noon – 1:15 p.m.
Board Meeting – Wednesday, September 11 from noon – 1:15 p.m.
Board Meeting – Wednesday, November 13 from noon – 1:15 p.m.

To make sure that you receive advance notice of board meetings the TWF office will do the following:

1. Your board manual will have a schedule of meetings included.
2. You will be emailed a schedule of meetings for you to add to your calendar.
3. You will receive a notice/reminder one week in advance of the date. You may request that TWF office send you meeting/calendar requests.

Other dates in 2024:

Women’s Health Lecture series in partnership with University of Houston Downtown:
Tuesday, April 9 from 1:30 to 2:30 p.m. - Myths and Facts about Alcohol and Drug Abuse

Doc Talk in partnership with Alliantgroup: Thurs., April 25th 4:30 to 6 p.m.; Doc Talk- Moms Who Do It All; other dates to be determined

Membership Luncheons on Fridays at Tony’s: Friday, February 9, May 17, September 20, December 6

Annual Wine Dinner: Thursday, April 18th beginning at 6:30 p.m. at Tony’s

Kick-off for Rockin’ Resiliency Luncheon: Thurs., Sept 5th 6:30 pm – 8:30pm Porche River Oaks (4007B Greenbriar; 77098)

First Annual “Houston Women’s Health Landscape: Current Challenges and Collaborative Potential” Summit hosted by TWF; Tuesday, Sept. 10th from 9am – 1pm at United Way (50 Waugh Dr.; Houston 77007)

Girl + 1 with HCA: Sat., Oct 5th 8:30 – 2pm at Women’s Hospital (7600 Fannin; Houston 77054)

Bayou City Art Festival; Fri – Sun., Oct. 11 – 13th Memorial Park

Annual Rockin’ Resiliency Luncheon: Sunday, November 3rd from 11:00am – 2:30pm at the Royal Sonesta Hotel

Board and Staff Holiday Party: Tuesday, December 3rd from 4:30 to 6:30 p.m. at Luren Summerville’s home

Annual “Merry & Bright” Holiday Bus Tour: early December hosted by ROC for h.e.r .

2024 BOARD ROSTER

Board of Trustees

Lauren K. Summerville, President
 Jillian Nel, Vice-President
 Lisa Rogers, Treasurer
 Elysa L. Nelson, Secretary

Nadia S. Akaweih, Esq.
 Yemisi Ariyo
 Stephanie Hill-Franco
 Monica Fulton
 Julie Hakim, MD

Ginny T. Kirklin, MPH
 Jackie Macha
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 Natalie Mohtashami
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 Mona Shah, MD
 Aradine Stephenson

Kathryn Tees, Secretary

Katie Tsuru
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Philamena Baird
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 Mary Beth Robinson
 Patricia Sturdivant
 Marilyn Sumner
 Elaine Turner

Tina Wrotenbery

Emeritus Board

Jane Braden
 David Braden, MD
 Sue Trammell Whitfield, in memoriam

Position

Executive Asst. to CEO
 Director/Financial Planning
 CPA, Partner
 Senior VP

Attorney
 Attorney
 Public Affairs
 Community Volunteer
 Assistant Professor
 Pediatric and Adolescent
 Gynecology

Public Health
 Director of Development
 OB/GYN
 Marriage and Family Therapist
 OB/GYN
 Owner, Medical Director
 Private Wealth Associate;
 Client Advisor
 Senior Manager, Business
 Line Marketing
 Co-Founder
 Community Volunteer

Position

Community Volunteer
 Retired (Oil & Gas)
 VP of Bus. Development
 Executive Asst.
 retired
 News Anchor
 Administrative Resident
 Director of Membership
 Psychotherapist/Consultant
 Financial Planner
 Analyst
 Community Volunteer
 Financial Advisor/CFP
 Marketing
 retired
 Education Consultant
 Author, Coach, Entrepreneur,
 Fashion Designer
 Consultant/Owner

Community Volunteer
 Physician, Retired

Organization

Next Level Urgent Care
 Inscription Capital
 Weinstein Spira
 Pierpont Communications

Akaweih Law
 HEB
 Texas Children's Hospital | Baylor
 College Medicine

MD Anderson Cancer Center
 Rice University
 Bella Obstetrics and Gynecology
 self
 Texas Children's Hospital
 Rejuve, PLLC

Bernstein Private Wealth Management
 Kelsey-Seybold Clinic

SheSpace

Organization

Community Volunteer
 Kelsey-Seybold Clinic
 Harvest Midstream

KTRK-Chanel 13
 HCA Healthcare
 St. Martin's Episcopal Church

Totus Wealth Management
 Wealth Development Strategies

Morgan Stanley
 McGovern Medical School/UT Health
 School Principal/Administrator
 Insights 4 Leaders
 edit.by Elaine Turner

TLW Consulting

TERMS OF TRUSTEES

The by-laws call for the rotations of the terms of office of members of the Board of Trustees. Each Trustee shall hold office for three years. Trustees may not serve more than two consecutive terms but may be re-elected after one year's absence.

Advisory Board is a two-year term.

2024 Officers of the Board of Trustees

Pursuant to the by-laws, the officers of the Corporation are elected or appointed by the Board of Trustees for two-year terms, with the exception of the President. Vice President, Secretary and Treasurer may serve an unlimited number of terms.

President	Lauren K. Summerville
Vice President	Jillian Nel
Treasurer	Lisa Rogers
Secretary	Elysa L. Nelson

2024 Committee Chairs

Executive Committee	Lauren Summerville
Budget & Finance:	Lisa Rogers
Development Committee:	Jackie Macha and Monica Fulton
Community Outreach Committee:	Ginny T. Kirklin
Board Governance Committee:	Jillian Nel
Marketing/Public Relations Committee:	Elysa L. Nelson

PAST PRESIDENTS

Anna Bailey (2013-2015)
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*President
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Deceased, 2020*

Georgia Wiegman (1994)
Community Volunteer Deceased

DAY - TO - DAY OPERATIONS

Executive Director

Position Title: Executive Director
Reports to: President and Board of Directors
Employment Status: Exempt, full-time

Position Summary

The Executive Director (ED) is responsible for bringing leadership and vision to the organization and for the day-to-day operations of The Women's Fund. The ED is accountable to the Board of Trustees for upholding the mission of the organization and directing the implementation of policies and strategies approved by the Board.

Primary Responsibilities

1. Oversee the development and maintenance of effective operational systems for office management, personnel management, program planning and evaluation, to development opportunities and fiscal management.
2. Manages a paid staff and oversees the training, development and evaluation of staff.
3. Provide support to the Board of Trustees and Chairmen of the Standing Committees. Attend Board meetings and other meetings as appropriate, inform Board of the status of programs and activities, initiate development of policies and procedures for board review and approval, update Board members on relevant activities of other organizations and facilitate staff support of Board committees and activities.
4. Oversee fundraising activities in accordance with the Board of Trustees, including grants, annual campaign, membership campaign, special events and major gifts solicitations.
5. Working with the Board of Trustees, continue to develop corporate sponsorships and continue to seek innovative ways to develop corporate partnerships.
6. Develop and manage annual operating budget and assist with preparation of materials for annual reports and audits. Prepare monthly financial statements for The Women's Fund.
7. Assure compliance with federal, state and local regulations governing non-profit organizations as well as the policies established by The Women's Fund.
8. Promote The Women's Fund public relations; attend relevant local meetings; interact with other women's organizations; develop and maintain relations with other appropriate non-profit organizations, promote The Women's Fund mission by facilitating educational presentations.
9. Develop a working knowledge of women's health needs and resources in Harris County and contiguous counties. Oversee education and outreach programs to support the mission of The Women's Fund.

Qualifications

Bachelor's Degree

Minimum 5 years work experience including the following:

- Supervision and leadership
- Financial management
- Program design and evaluation
- Fundraising – knowledge of the grant writing, special events and major gift development
- Demonstrated ability to work with non-profit organizations, community organizations, volunteers and Board of Trustees
- Demonstrated knowledge of the business practices of non-profit management

Additional Skills

- Self starter with proven leadership ability
- Demonstrated organizational skills
- Strong written and verbal communications skills
- Strong interpersonal skills
- Problem-solving skills and ability to express independent judgment
- Flexibility, ability and willingness to manage many types of tasks
- Excellent computer skills
- Ability to adapt schedules and work hours to accommodate evening and weekend responsibilities

Board Interaction

The Executive Director will interact with the Board primarily through the President and Standing Committee Chairmen.

Performance Evaluation

Employment is probationary during the first 6 months of employment. The President of the Board of Trustees at the end of the probation period and at least annually thereafter will evaluate performance.

This Position Description is intended to describe the general nature and work responsibilities of the Executive Director. This description and the duties of this position are subject to change, modification, and addition as deemed necessary by The Women's Fund Board. The Executive Director is expected to comply with Board instructions and to perform other duties, responsibilities and assignments as requested from time-to-time.

In addition to the Executive Director, The Women's Fund employs five full-time positions which include an Office Manager, Program Manager, Program Supervisor, and two full-time Program Coordinator. Our paid staff, as well as a minimum of 100 volunteers provide all of our programs and services.

Volunteers and College Interns are trained by The Women's Fund to provide the classes in the afterschool and community setting. Other community partners can be trained by The Women's Fund staff to provide the curriculum to their own population without being associated with our program. By providing a Train-the-Trainer model, the model can be implemented more broadly and therefore benefit more young women. By utilizing volunteers, college interns, and train-the-trainer, we can maintain lower overhead and operational expenses.

THE WOMEN'S FUND'S HISTORY AND PURPOSE

Background and Experience

Founded in 1979, The Women's Fund has been committed to research and education as it relates to women's health. The purpose of The Women's Fund, a 501(c)(3) not for profit organization, is to support medical research which concentrates on the physical, mental, and emotional well-being of women; to enhance health education through the dissemination of the most current medical information available; and to encourage women to take individual initiatives in establishing good personal health habits that prevent illness and promote enjoyment of an enriched life.

Research Grants for Women's Health

1980- 2008: The Women's Fund has given nearly \$1.3 million for research in Houston. Medical professionals in the designated areas of funding provide expertise in this value-added process. We do not fund research at this time; we are concentrating our efforts on our health education programs. We will be providing the community with updates on current research and the implications of the findings on women's health.

Health Education and Publications for Adolescent Girls

1999 – Present: The Women's Fund and a Community Advisory Board of professionals and four (4) teen groups provided expertise in producing this publication *What About Me?* a health education guidebook for girls ages 11-14. To supplement the guidebook a curriculum was developed to provide educational sessions to adolescent girls.

2008- Present: The Women's Fund is collaborating with community service providers, such as Community In Schools, Public, Charter and Private school programs and the national, program Citizen Schools to implement the *What About Me?* curriculum with girls.

Barbara Devetski Scholarship Program for Young Women

1993-Present: Each year, The Women's Fund conducts this citywide essay contest to award scholarships for two college bound senior girls.

Health Education for Women

1979- Present: The Women's Fund offers free health seminars conducted by recognized professionals to our benefactors and the community to promote preventive strategies and explore current health issues. Our seminars are available as webinars to increase accessibility to the community. We use our own publications and curriculum to offer these programs.

2008 – Present: To further our educational endeavor we provide on-site health seminars to women in the transition, living in marginalized communities and the general population. The Smart Lunch program gives women needed health information by a local professional as well as a convenient place to ask questions regarding health issues.

We also provide a Resiliency & Health curriculum class to women who are currently living in transitional situations, need skill building as well as information and those who have multiple barriers to good health.

Health Publications for Women

1998- Present: The Women's Fund provides free publications, in English and Spanish, entitled "What are the Facts? Information to help women take control of their health" a solid overview of what women need to know about their health, and the "How's My Health?" publication that is a medical record keeping booklet endorsed by The Harris County Medical Society.

The Women's Fund received a generous gift from Halliburton for a project that would enhance our services to the Houston community. The publication entitled "Which Weigh"? A roadmap for you and your family to a healthy lifestyle includes information on adult and childhood obesity, a section addressing quality of life issues such as mental health and social implications, and a substantial section on lifestyle change.

Who We Are:

Founded in 1979, The Women's Fund is a non-profit dedicated to providing Greater Houston area women and girls with the tools they need to be advocates for their health. The populations we reach have limited access to health information and often struggle to maintain their basic health needs.

The Women's Fund educates women and adolescent girls in the Houston area by teaching them resiliency skills to increase self-efficacy, decision-making and goal setting to ensure positive health outcomes. Our health education classes and publications give women the information they need to become advocates for their health.

Why We Are Needed:

The state of health of Houston area women of all ages is in dire need of attention. Did you know?

- More than one million Texas women need supportive preventive care.
- 22% of women in Texas ages 19 to 64 are uninsured, contributing to Texas having the highest number of uninsured nonelderly women in the nation.
- In Houston, 34% is the average of youth who are considered overweight or obese. Obesity increases the risk of many diseases including heart disease, type 2 diabetes, cancer, hypertension stroke, liver and gallbladder disease, respiratory problems and osteoarthritis.
- In Harris County, heart disease and cancer remained the deadliest health condition and accounted for 41.9% of all deaths from 2016 to 2020.
- Texas and Harris County still have exceptionally high teen pregnancy issues. Additionally, Texas leads the U.S. in repeat teenage pregnancies.
- Fewer women in Harris County are receiving prenatal care than women in other Texas locations.
- 65% of students in public schools in Harris County are considered disadvantaged coming from low-income families.
- 25.3% of Houston area children live under the federal poverty level.

That's why The Women's Fund steps in to fill the gap. Our publications and classes have a positive impact on our community and economy. By focusing on preventing disease and illness we create healthier homes, workplaces, schools, and communities so that people can live long and productive lives and reduce healthcare costs.

How We Do It:

We educate Houston-area women, girls and families about health through focused curriculum-based classes, Smart lunches, webinars and publications. The populations we target lack adequate health information or resources and struggle to maintain their basic health needs. Our classes and publications include:

Classes

What About Me? – 10 week curriculum for girls grades 5th through 12th.

What About My Mind? *Tools for Emotional and Mental Health for Girls* – 6 week curriculum for girls in grades 6 through 12

Power Up the H.E.A.T (Health Education Anytime) – 1-hour session presented monthly utilizing our 10-week skills based What About Me? class curriculum and trending topics for girls ages fifth through twelfth grade.

Women's Health Advocacy Program – 6 to 10 week curriculum for women.

SMART Lunches – 1 hour educational session for women held in corporate or organization location.

Publications Available in English and Spanish

“What About Me?” A girls' guide to health

“What About Me?” Activity Journal (companion to What About Me? Class)

“What Are the Facts?” Information to help women take control of their health.

“Which “Weigh”? A roadmap to a healthy lifestyle for you and your family.

“How's My Health?” a personal health record.

“A Parent's Guide to Difficult Conversations” A simple and easy guide to help parents have difficult and hard conversations with their children. (Brochure)

Workshops / Lectures

GIRL+1 Healthy Living Workshop - half day health program for girls and their female care giver covering the 7 dimensions of Health and Wellness.

Doc Talk - series of up to 4 conversations annually with medical professionals on cutting edge or trending health/medical topics.

Awareness Series - One hour health education sessions designed to increase awareness of public health issues. Monthly topics are based on the trending topics. Guest speakers are utilized from a variety of partners in series partner, Kelsey-Seybold Clinic.

Women's Health Lecture Series - series of 6 free lectures in partnership with The University of Houston Downtown utilizing expert guest lecturers.

*Doc Talk, Monthly Awareness series and the Women's Health Lecture Series are offered both in-person and streamed live and with videos posted on **The Women's Fund's** website via its YouTube Channel.*

F R E Q U E N T L Y A S K E D Q U E S T I O N S

What are resiliency skills?

Most research shows the following skills have the most impact on reducing risky health behaviors and increasing positive health outcomes. The following skills are considered core resiliency skills: **decision-making, goal setting, communication and negotiation, stress and coping, and positive thinking.**

Do people really need health classes?

Health information is not necessarily available to everyone. The populations that we reach do not or have not had good health information and struggle to maintain their basic health needs.

Texas no longer requires school districts to offer health classes in high schools. By not ensuring good health information, and a safe place to discuss health issues, an adolescent girl's ability to become a healthy and resilient woman is greatly diminished.

Harris County has the highest percentage of women without health care, and Texas ranks 43rd in the utilization of preventive screening. In Harris County 27% of women reported that they had not seen a doctor because of cost.

Don't people have access to all of this information, thanks to the internet?

Often people with the greatest health burdens have the least access to information, communication technologies, health care, and supporting social services. Many marginalized populations such as low-income households, persons with less education, and certain racial and ethnic groups lack access to health information. For example Internet access rates vary according to income with only 11% of households earning \$24,999 or less having access to the internet.

Our health publications have served the Houston community for many years, through health clinics, other social services agencies, and faith-based locations by providing free health information to individuals. Out of the thousands of publications we give out yearly, 67% of those publications are used as the education tool for other organizations' services. Of the individuals who use our books, 40% report they use our publication because the people they serve may not get this information anywhere else.

How do you measure success?

We measure our programs using evaluations based on a program logic model and health promotion models. We look to increase knowledge, and change attitudes and behaviors to affect long-term health outcomes.

What does my funding pay for?

We are a six-person office. We use volunteers and interns to provide our services to the community. Your funding pays for the operational and program expenses needed to provide our programming. We strive to maintain low administrative and fundraising expenses so that the majority of our funding goes directly to serving the community.

STATEMENT OF NEED

The need to provide health and mental health education services to at-risk girls and underserved women in Houston is significant.

Of the 300,000 girls in Houston under the age of 18 years:

- 22.4% of the Houston population is living below the poverty level. **Poverty is associated with multiple poor health conditions.**
- 25.4% of residents in Harris County are uninsured. The majority of people who are uninsured are low-income and ethnic minority. Houston's population is 25.1% White, 22.8% African American, 44.3% Hispanic/Latino and 6.7% Asian. **People without health insurance are less likely to receive preventive care and health services.**
- 17.9% of Houston youth are obese and another 16.3% are overweight. Only 37% of female students are physically active. **Being overweight can increase the risk of cardiovascular disease, Type 2 diabetes, high cholesterol and asthma.**
- Nationally, 1 in 3 adolescents ages 12-17 have at least one chronic health condition and 13.0% have 2 or more. Asthma is the single most common chronic health condition affecting more than one in five high school students. **Because chronic health conditions can interfere with many activities, adolescents can benefit greatly from receiving information about their condition, including ways to manage symptoms appropriately.**
- 39.0% of female high school students report depressive symptoms and 6 in 10 do not receive treatment. **Depression can lead to serious health risks, including suicide.**
- 46.0% of female high school students have had sexual intercourse. The teen birth rate in Harris County is among the highest in the U.S. The birth rate per 1,000 females ages 15-17 is 23.0 in Harris County, compared to 14.1 in the U.S. **Teens who delay first sex are more likely to use contraception and have fewer sexual partners, lowering their risk of teen pregnancy and sexually transmitted diseases.**
- 35.0% percent of adolescent girls drink alcohol. **Binge drinking is the most common form of alcohol abuse among adolescents, although any consumption may be harmful to their health.**
- 24.0% of female high school students are bullied at school. **Bullying is associated with a number of serious health issues, including substance abuse, emotional problems and suicide.**

Houston has large numbers of underserved women who are in need of health education information.

- 49.9.3% of the population of the City of Houston are female and 22.4% of the Houston population is living below the poverty level. **Poverty is associated with a numerous poor health conditions.**
- 25.4% of residents in Harris County are uninsured and Houston's population is 25.1% White, 22.8% African American, 44.3% Hispanic/Latino and 6.7% Asian. The majority of people who are uninsured are low-income, ethnic minority and female. **People without health insurance are less likely to receive preventive care and health services.**
- Prenatal care and birth statistics in Houston, Harris County and Texas demonstrate a significant need for providing health education and information.
 - Infant mortality rate in Houston is 7.0 per 100,000 live births, which is higher than the rate in Texas and in the U.S. And, there are even higher infant mortality rates in certain parts of Houston.
 - Fewer women in Harris County are receiving prenatal care than women in other Texas locations.
 - Texas has the highest maternal mortality rate in the developed world. **And, black women in Texas are dying with frightening frequency after childbirth — at a rate up to nearly three times higher than that of white women.**
- Women experience unique health care challenges and are more likely to be diagnosed with certain diseases than men. **Chronic diseases and conditions—such as heart disease, cancer and diabetes—are the leading causes of death for women.**
- 38% of women in the U. S. suffer from one or more chronic diseases, compared to 30% of men, and 75% of all U.S. health care dollars treat people with chronic conditions. **Managing chronic**

disease is often difficult for the uninsured, and women are more likely to lack insurance than men.

- Heart disease is the leading cause of death for women. *It is critical that women have information on symptoms for heart disease.*
- Cancer kills more than 250,000 women in the U.S. annually. *Access to preventive services will help more women detect some cancers earlier and raising awareness about symptoms and risk factors for particular cancers is an important component of prevention and early diagnosis, especially for cancers of the breast, lung, colon and skin, which are largely preventable.*
- According to the Mayo Clinic, women are twice as likely as men to experience depression, affecting 1 in 5 women at some point in their lives, most commonly between ages 40 and 59.
- According to the National Osteoporosis Foundation, osteoporosis affects 8 million women over age 50 and causes 2 million fractures at a cost of \$19 billion annually. *Costs will rise as the population ages.*
- Alzheimer's disease disproportionately affects women—two-thirds of adults age 65 or older with the disease are women, and 60% of the nearly 15 million Americans who provide unpaid caregiving to a person with Alzheimer's are women. *It is important to improve early detection and provide information to support people caring for their relatives.*

Most of the populations we target lack adequate access to health information, health care, and supporting services. Texas schools provide little-to-no-health education, and adolescent girls need avenues to credible health education rather than what they see on social media or hear from their friends. Studies have shown that the behavioral patterns established during adolescence help determine a girl's future health status and risk for developing chronic diseases in adulthood. Some women struggle with recognizing and deciphering "factual" health information from "marketing-based" health information. And, access to evidence-based health education not only helps women, but as primary caregivers, also provides information to aid their families.

By teaching adolescent girls and women resiliency skills and focusing on preventing disease and illness along with strengthening emotional and mental health, we create healthier homes, workplaces, schools, and communities so that people can live longer, more enriched lives.

Target Groups

The Women's Fund targets at-risk adolescent girls and underserved women in the Greater Houston community who are low-income, primarily ethnic minority and have limited access to health education and services. Clientele demographics include: 30% Hispanic; 2% Asian, 39% African American, 23% White and 6% two or more races. Approximately 50% of individuals served are ages 10-17; 20% are ages 18-24; 25% are ages 25-64 years, and 5% are 65+ years.

To deliver programming, The Women's Fund works with partner and collaborating organizations (schools, nonprofit organizations, community groups, businesses) throughout Houston which primarily serve low to moderate income individuals. These organizations are located in lower income areas of the community and the majority of their clientele are low-income. These partners market programs and many provide locations for The Women's Fund classes and publication distribution.

We serve the community at large, with a focus on marginalized girls and women. Our targeted neighborhoods include the areas of Northline-Eastex, Aldine, Spring Branch, Sunnyside, Downtown-East End, Greater Hobby area and Gulfton that have the highest proportions of uninsured adults and with the highest number of residents in fair or poor health.

EVALUATION & OUTCOMES

We utilize pre/post tests, activities, self-evaluation, and other measurement tools to gauge the impact of our program. All of our outcomes are based on the outcomes either suggested by the Health Promotion Model or based on our program Logic Model.

Women's Health and Advocacy Project - Events, Classes and Workshops

The Health Promotion Model is based on the following theoretical propositions and is the basis for our evaluation questions for one-time presentations. People commit to behaviors from which they anticipate deriving personally valued benefits, when they feel confident to execute a given behavior and engage in health-promoting behaviors when significant others model the behavior, expect the behavior to occur, and provide assistance and support to enable the behavior.

Outcomes For One-Time Presentations

- 80% Learned Something Useful
- 85% Felt Like They Could Apply That Knowledge to Their Daily Life
- 80% Learned A New Healthy Strategy
- 85% Can Use That Strategy To Improve Their Life
- 90% Would Share This Knowledge With Someone
- 95% Would Attend Another Women's Fund Event

We utilize a **logic model** to determine the effectiveness of our curriculum-based education classes. The model describes logical linkages among program resources, activities, outputs, audiences, and short-, intermediate-, and long-term outcomes related to a specific problem or situation.

Resiliency Skill Outcomes For Curriculum-Based Classes

- 80% of participants know the effects of positive thinking, and skills used to increase positive thinking.
- 75% of participants apply appropriate skills to minimize health risk and increase positive health behaviors.
- 70% of participants know the steps to decision-making.
- 70% of participants know how to set a personal goal.
- 75% of participants make decisions using the model and set personal goals.
- 80% of participants identify active listening, conflict resolution and resistance skills.
- 75% of participants believe they can influence their interactions with others to have healthier and safer relationships.
- 80% of participants identified physical and emotional indicators of stress.

Adolescent Girl's Health Education Programs - After-School Curriculum, Community Classes and Workshops

We utilize a **logic model** to determine the effectiveness of our curriculum-based education classes. The model describes logical linkages among program resources, activities, outputs, audiences, and short-, intermediate-, and long-term outcomes related to a specific problem or situation.

Resiliency Skill Outcomes For Curriculum-Based Classes

80% of participants know the effects of positive thinking, and skills used to increase positive thinking.

75% of participants apply appropriate skills to minimize health risk and increase positive health behaviors.

70% of participants know the steps to decision-making.

70% of participants know how to set a personal goal.

75% of participants make decisions using the model and set personal goals.

80% of participants identify active listening, conflict resolution and resistance skills.

75% of participants believe they can influence their interactions with others to have healthier and safer relationships.

80% of participants identified physical and emotional indicators of stress.

80% of participants identify techniques to manage their stress.

70% of participants believe they can manage their stress levels.

70% of participants use healthy activities to reduce stress.

The Health Promotion Model is based on the following theoretical propositions and is the basis for our evaluation questions for one-time presentations.

1. Persons commit to engaging in behaviors from which they anticipate deriving personally valued benefits.
2. Perceived competence or self-efficacy to execute a given behavior increases the likelihood of commitment to action and actual performance of the behavior.
3. Persons are more likely to commit to and engage in health-promoting behaviors when significant others model the behavior, expect the behavior to occur, and provide assistance and support to enable the behavior.

Outcomes For One-Time Presentations

95% Learned Something Useful

90% Felt Like They Could Apply That Knowledge To Their Daily Life

95% Learned A New Healthy Strategy

90% Can Use That Strategy To Improve Their Life

95% Would Share This Knowledge With Someone

Our Team, Partners, Collaborators and Donors

The Women's Fund has a tremendous team that makes its programming available and successful.

Team. The Women's Fund is managed by experienced individuals who are committed to improving the health of Houston's girls and women. A Board of Trustees of 19 members, an Advisory Board of 18 members and an Emeritus Board of 2 members – all provide direction and oversight. Each board has outstanding members representative of business, health, education, and community services sectors in Houston. The Women's Fund maintains a lean staff of 6 highly qualified and trained personnel. It also has a corps of 200+ trained volunteers who assist in program delivery.

Partners. The Women's Fund works with more than 125+ partner organizations annually to deliver classes and programs. Partners include public school districts, private and charter schools, women's organizations, health organizations, and a variety of nonprofit organizations.

Community Collaborators. The Women's Fund collaborates with more than 100 community groups on an annual basis, which utilize its publications on a continual basis. Partners include schools, health organizations, and religious groups.

Philanthropic Supporters. The Women's Fund has been able to provide needed health education programming to adolescent girls and women in the Greater Houston community continuously for 43 years as a result of the generosity of funders (philanthropies and individuals) who have recognized the need for and have supported, its important mission and work.



COLLABORATIVE PARTNERS AND END-USERS:

Partners

1. Aid to Victims of Domestic Abuse (AVDA)
2. Alzheimer's Association of Southeast Texas
3. American Cancer Society
4. American Heart
5. Angela's House
6. Association for the Advancement of Mexican Americans (AAMA)
7. Aldine I.S.D.
 - Aldine Family Expo
 - Eckert Elementary
 - Ermel Elementary
 - Summer Enrichment Program
 - Worsham Elementary
8. Alief I.S.D.
 - Hastings High School
 - Hastings 9th Grade Center
 - Owens Intermediate
9. Baker Ripley Neighborhood Centers
 - Cleveland
10. Baylor College of Medicine / Dan L. Duncan Comprehensive Cancer Center
11. Bright Futures
12. Brighter Bites
13. Charlie Health
14. City of Houston Parks and Recreation
 - Almeda Community Center
 - Bessie Swindle Community Center
 - Beverly Hills Community Center
 - Emancipation Community Center
 - Meadowcreek Community Center
 - Sagemont Community Center
 - Sharpstown Community Center
 - Townwood Community Center
 - Windsor Village Community Center
15. City of Houston Parks and Recreation
 - 6th Annual Strong Finish Event (City Manager- Karmelette Rice)
16. Communities in Schools
 - Conroe I.S.D.
 - Houston I.S.D.
 - Pasadena I.S.D.
 - Spring Branch I.S.D.
17. Conroe I.S.D.
 - Caney Creek High School
 - Moorehead Junior High
18. Dream High Society
19. Dress for Success
20. Education Based Housing
 - Aldine Bender Apartment Complex
 - Campanile at Jones Creek
 - Hollyoak Senior Living
 - Providence at Kuykendahl Court
 - Villas at Winkler

21. First Met Church
22. Fort Bend I.S.D.
 - Barrington Place Elementary
23. Greater Houston Women’s Chamber of Commerce
 - Women’s Health Network (WHN)
 - No Limits Conference
24. Gustavia Pearls
25. Harris County Public Library System
 - Fairbanks Library
26. Harmony Public Schools
 - School of Discovery
 - School of Excellence
27. Houston Area Women’s Center
28. The Health Museum
29. Houston Food Bank
30. Houston Independent School District
 - Attucks Middle School
 - Billy Reagan K8
 - Briargrove Elementary
 - Briarmedow Charter School
 - Briscoe Elementary
 - Bush Elementary
 - Clemente Martinez Elementary
 - Cullen Middle School
 - Davila Elementary
 - Eliot Elementary
 - Fonville Middle School
 - Forestbrook Middle School
 - Garcia Elementary
 - Golfcrest Elementary
 - Hartsfield Elementary
 - Holland Middle School
 - Isaacs Elementary
 - James H. Law Elementary
 - JR Harris Middle School
 - Ketelsen Elementary
 - Love Elementary
 - Mark White Elementary
 - McGowen Elementary
 - McReynolds Middle School
 - MC Williams Middle School
 - Mitchell Elementary
 - Neff Elementary
 - Northbrook Middle School
 - Oates Elementary
 - Patrick Henry Middle School
 - Patterson Elementary
 - Peck Elementary
 - Piney Point Elementary
 - Pugh Elementary
 - Raul C. Martinez Elementary
 - Robinson Elementary
 - Sherman Elementary
 - Scroggins Elementary
 - Sharpstown High School
 - Southmayd Elementary
 - Thompson Elementary
 - Westside High School
 - Woodson Elementary
31. HYPE Freedom School, Inc.
 - Blue Ridge Church
 - Bruce Elementary
 - Crestmont
 - Cullen Missionary Church
 - Greater St. Matthew Church
 - Hope Pearland
 - K. Smith Elementary
32. Inscription Capital, LLC
33. KIPP Voyage Academy for Girls
34. Kelsey-Seybold Clinics – Kelsey Research Foundation
35. La Porte ISD
 - Lomax Junior High
36. Lake Houston CPR

37. MD Anderson
38. Menninger Clinic
39. Mental Health America of Greater Houston
40. Methodist Hospital
41. Mission of Yahweh
42. Missouri City Links' Sassy Ladies
43. National Alliance on Mental Illness Greater Houston
44. Nehemiah Center
45. Noula Health
46. On-Time Grad Academy
 - Acres Home
 - Denver Harbor
47. Pasadena I.S.D.
 - Fisher Elementary
 - Sam Rayburn High School
48. PEERs for Hope House
49. Pretty Smart Foundation
50. Prevent Blindness Texas
51. River Oaks Baptist School
52. ROC for H.E.R. - The Women's Fund's Young Professionals
53. Santa Maria Hostel
54. Sheldon ISD
 - Royalwood Elementary
55. Spring ISD
 - Bailey Middle School
 - Dueitt Middle School
 - Twin Creeks Middle School
56. Spring Branch ISD
 - Academy of Choice
 - Cedar Brook Elementary
 - Edgewood Elementary
57. Southwest Glen Mission
58. Southwest Schools
 - Bissonnet Elementary
59. SurviveHER
60. Unity Children's Home
61. University of Houston College of Medicine
62. University of Houston Downtown
 - ACM Computer Science Club
 - Lecture Series
 - Social Work Student Community Advocacy Network
63. University of Texas Physicians
64. Volunteers of Texas
65. The Village Gym (Heather Sholl)
66. The Women's Fund's Membership – Luncheon Series
67. The Women's Home
 - Jane Cizik Garden Place
 - Main Campus
68. Texas Children's Hospital
69. WISDOM Study

- Sunnyside

- Nottingham Elementary
- Spring Branch Elementary
- Woodview Elementary

- 70. Women in Finance
- 71. YES Prep East End Secondary

Community Partners That Utilize Our Publications on a Continual Basis

- 1. Association for the Advancement of Mexican Americans (AAMA)
- 2. Baily Middle School- Spring ISD
- 3. Briargate Elementary
- 4. Barrington Place Elementary- Fort Bend ISD
- 5. Baylor Scott and White-Brenham Clinic
- 6. Billy Reagan K8- HISD
- 7. Bonner Elementary
- 8. Bright Futures
- 9. Bruce Elementary
- 10. Carmichael Elementary
- 11. Children At Risk
- 12. Children's Assessment Center
- 13. Consulate of Columbia
- 14. CPS Investigations
- 15. Clemente Martinez Elementary
- 16. Communities in Schools
- 17. Davila Elementary
- 18. Deer Park High School
- 19. Del Richards & Associates Inc.
- 20. Dogan Elementary
- 21. Dream High Society
- 22. Dress For Success
- 23. Dulles Middle School- Fort Bend ISD
- 24. Ekert Elementary- Aldine ISD
- 25. Emerson Elementary- HISD
- 26. Ermel Elementary
- 27. Faith Church International
- 28. Family Engagement Expo Aldine ISD
- 29. First Metropolitan Church
- 30. For The People
- 31. Fort Bend ISD
- 32. Fonville Middle School- HISD
- 33. Garcia Elementary-HISD
- 34. GHWCC "No Limits" Conference
- 35. God's Chosen Women Fellowship
- 36. Greater Grace Houston
- 37. Green Valley Elementary
- 38. Greater Mount Pilgrim Missionary Baptist
- 39. Harmony Public Schools
- 40. Harris Center for Mental Health and IDD Health
- 41. Harris County Protective Services
- 42. Harris County Resources for Children and Adults
- 43. Harvest Point Ministires
- 44. Hastings High School 9th Grade Campus
- 45. HISD Department of Equity and Inclusion
- 46. HISD Wraparound Conference

47. Houston Achievement Place
48. Houston Food Bank
49. Houston Modern Luxury
50. HYPE Freedom
 - a. Cullen Missionary Baptist
 - b. Greater St. Matthew
 - c. Bruce Elementary
 - d. Blueridge United Methodist
51. Isaacs Elementary- HISD
52. KIPP Voyage Academy for Girls
53. Lifehouse
54. Lone Star College- Greenspoint
55. Mading Elementary- HISD
56. McAuliffe Middle School-Summer Resource Fair
57. McNamara Elementary
58. Mass Mutual
59. Meadow Wood Elementary- Spring Branch ISD
60. Membership Luncheons
61. Memorial Hermann Burbank Health Center
62. Mission West- Fort Bend ISD
63. Missouri City Links
64. Mountain of Faith
65. Mutual Women's Luncheon
66. New Faith Church
67. Northbrook Middle School
68. Oates Elementary
69. On Time Grad
70. Parker Elementary
71. Patterson Elementary
72. PEERS for Hope House
73. Piney Point Elementary
74. Pretty Smart Foundation
75. Providence Girls Orphanage
76. Pugh Elementary- HISD
77. Revive Church
78. ROC for Her - The Women's Fund's Young Professionals
79. Roosevelt Elementary
80. Royalwood Elementary- Sheldon ISD
81. Scroggins Elementary- HISD
82. Second Wind for Life
83. Spring Branch Elementary- Spring Branch ISD
84. Spring Branch CIS Conference
85. Spring Branch Middle School- Spring Branch ISD
86. Spring Branch ISD
87. Spring Forest Middle School- HISD
88. Southwest Area Wrap Around Feeder Meeting
89. Swoon Magazine
90. St. Martin's Episcopal Church
91. Texas Children's Pediatrics
92. The Health Museum- Doc Talk
93. The Mommie Series
94. The Women's Home
95. Treasure Forest Elementary- Spring Branch ISD
96. True Living Word Christian Church

97. University of Houston- Downtown
98. UT Physicians- Rosenberg
99. McGovern Medical School - UT Health
100. Villas at Winkler
101. Volunteer Houston
102. Whidby Elementary
103. Willowridge High School
104. YES Prep North Central
105. Young Women's College Preparatory Academy
106. Youth Innovation Incubator Program

**AMENDED AND RESTATED BYLAWS OF
THE WOMEN'S FUND FOR HEALTH EDUCATION AND RESEARCH**

**ARTICLE I.
NAME AND STATUS**

Section I.1 The name of this non-profit corporation is THE WOMEN'S FUND FOR HEALTH EDUCATION AND RESILIENCY (the "*Corporation*").

Section I.2 The mission of the organization is to provide Houston area women and girls with the tools they need to be advocates for their health.

Section I.3 The purpose of The Women's Fund for Health Education and Resiliency is to support health education which concentrates on the physical, mental and emotional well-being of women; to enhance health education through the dissemination of the most current medical information available; and to encourage women to take individual initiatives in establishing good personal health habits that prevent illness and promote enjoyment of an enriched life.

**ARTICLE II.
OFFICES**

Section II.1 **Principal Office.** The principal office of the Corporation in the State of Texas shall be located in Houston, Texas.

Section II.2 **Other Offices.** The Corporation may have such other offices, within or without the State of Texas, as the Board of Directors determine.

Section II.3 **Registered Office and Registered Agent.** The Corporation shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Business Organizations Code (the "*TBOC*"). The registered office may be, but not need be, identical with the principal office of the Corporation in the State of Texas, and the address of the registered office may be changed from time to time.

**ARTICLE III.
BOARD OF DIRECTORS**

Section III.1 **General Powers.** In accordance with the Articles of Incorporation of the Corporation, the Corporation shall have members and the affairs, business and property of the Corporation shall be managed and controlled by a Board of Directors.

Section III.2 **Number.** The Board of Directors of the Corporation shall consist of a number of members determined by the Board of Directors from time to time; provided however, that the number of directors shall not be fewer than eight (8) or more than twenty two (22); provided further, that no change in the number of directors shall have the effect of shortening the term of any incumbent member of the Board of Directors.

Section III.3 **Term.** Each director shall hold office for a term of three (3) years, and each term can be renewed with the approval of a majority of the directors. A Director may succeed himself for only one consecutive term. After serving two consecutive terms, a Director must vacate his position for at least one year before seeking re-election to another term.

Section III.4 **Election of Directors.** The Executive Committee shall present candidates for the directors and officers proposed to members of the Board of Directors in advance of approval at a regular meeting.

Section III.5 **Advisory Board.** The Executive Committee shall present candidates for The Advisory Board to members

of the Board of Directors in advance of approval at a regular meeting. The Advisory Board consists of representatives of the community and those former members of the Board of Trustees who continue to actively serve the Corporation. They serve in an honorary and advisory role and do not have voting privileges. The Advisory Board serves a two year term.

Section III.6 Board Emeritus. The Executive Committee shall present candidates for Board Emeritus to members of the Board of Directors in advance of approval at a regular meeting. The Board Emeritus consists of former Board of Directors who exemplify distinguished service which includes: a former director's active participation and engagement when serving as a full member of the board for a period that extended for more than one complete term; consistent philanthropic support; and demonstrated interest in the institution. The Board Emeritus is a lifetime board member and does not have voting privileges.

Section III.7 Annual Election. The officers shall be elected by the then current Board of Directors at the Annual Meeting of the Board of Directors by a majority of the directors present at the meeting at which a quorum is present.

Section III.8 Special Election. Special elections may be called by the President, Secretary, or upon request of any majority of the directors, to fill vacancies or to increase the membership of the Board of Directors. All vacancies on the Board of Directors need not be filled.

Section III.9 Meetings of Directors

- i. Annual Meetings. The annual meeting of the Board of Directors shall be held each year, at a time and place as shall be determined by the President of the Board of Directors and specified in the call of the meeting.
- ii. Regular Meetings. Regular meetings of the Board of Directors shall be held at least four times each year at such time and place as set by the President of the Board of Directors.
- iii. Special Meetings. Special Meetings of the Board of Directors may be called at such time and place as set by the President, a majority of the Executive Committee, or upon the written request of any majority of the directors.
- iv. Notice of Meetings. Written Notice stating the place, day and hour of the meeting shall be delivered to each director not less than three (3) days before the date of the meeting and shall be delivered personally or sent by mail or electronic mail to each director at his or her address shown by the records of the Corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage thereon prepaid. If notice be given by email or facsimile, notice shall be deemed to be delivered upon confirmation of receipt. Any director may waive notice of any meeting in writing. All such written waivers shall be filed with the minutes of such meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

Section III.10 Quorum. A majority of the incumbent Directors (not counting vacancies) shall constitute a quorum for the purposes of convening a meeting or conducting business. At Board meetings where a quorum is present, a majority vote of the Directors attending shall constitute an act of the Board unless a greater number is required by the Certificate of Formation or by any provision of these bylaws.

Section III.11 Manner of Acting. The act of the majority of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless the act of a greater number is required by law or these Bylaws.

Section III.12 Vacancies on the Board of Directors. Any vacancy occurring in the Board of Directors, including any vacancy to be filled by an increase in the number of directors shall be filled by the affirmative votes of a majority of the remaining directors at a meeting where a quorum is present. A director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

Section III.13 Resignation of Directors. Any director may resign at any time by submitting a written resignation to the President. Unless otherwise stated in the resignation, the effective date of the resignation shall be the date on which the resignation was received by the President.

Section III.14 Removal of Directors. Any director may be removed from office, with or without cause, by the affirmative vote of two-thirds (2/3) of the directors present at any meeting of the Board of Directors at which a quorum is present or, if such removal is done by written consent, by the affirmative vote of two-thirds (2/3) of the Board of Directors.

Section III.15 Compensation. Directors as such shall not receive any stated salaries for their services; but by resolution of the Board of Directors, any director may be reimbursed for reasonable expenses incurred in pursuing the interests of the Corporation.

Section III.16 Telephonic Meetings. Subject to the notice provisions of Section III.8(iv) of these Bylaws, the Board of Directors may hold an annual, regular or special meeting by means of conference telephone or similar communications equipment (including, but not limited to, Skype or other forms of internet conferencing) pursuant to which all persons participating in the meeting can hear and communicate with each other. Participation in any such meeting shall constitute presence in person at such meeting and waiver of notice of such meeting, except when a person participates at such meeting for the express purpose of objecting to the transaction of any business on the ground that such meeting is not lawfully called or convened. A committee provided for in the Bylaws or established by the Board of Directors may also hold its meetings by means of such conference telephone or similar communications equipment.

Section III.17 Action by Directors without a Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, without prior notice, and without a vote if a consent or consents in writing, setting forth the action so taken, shall be signed by not less than a majority of directors, provided that such action by written consent is taken in compliance with the provisions of the TBOC, or any successor statute thereto, and with these Bylaws. The consent may be in more than one counterpart so long as the minimum number of directors signs one of the counterparts. These votes may be conveyed to the President, as an original document, by electronic mail or by facsimile.

Section III.18 Powers. No director, officer, or employee of this Corporation shall have the power to incur any indebtedness on behalf of the Corporation, execute contracts or otherwise financially obligate the Corporation unless he or she has obtained advance authorization to do so by the President and the Treasurer.

ARTICLE IV. **COMMITTEES**

Section IV.1 Executive Committee. The members of the Executive Committee are the President, Vice President, Treasurer, Secretary, and any chairs of other committees whom the Executive Committee decides to invite to meetings of the Executive Committee. The Executive Committee shall have and may exercise all of the authority of the Board of Directors in the business and affairs of the Corporation, except where action of the Board of Directors is required by law or these Bylaws. The designation of the Executive Committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed upon it, him or her by law. The Executive Committee shall keep regular minutes of its proceedings and report the same to the Board of Directors when required.

Section IV.2 Standing Committees. The Corporation shall have two standing committees which shall assist the Board of Directors in carrying out the management of the Corporation: The Development Committee and the Program Outreach

Committee. The Board of Directors shall appoint the members of each committee. Each standing committee shall have at least three Directors as members, and the Directors must comprise a majority of the committee membership. Employees of the Corporation and members of the community may also be appointed to serve as committee members. Committees shall meet upon call of the Board of Directors or the chair of the Committee, review the activities of the Corporation in the Committee's respective areas, and make recommendations to the Board of Directors for the Board's final approval. The Chair of each committee shall ensure that minutes of the committee meetings are taken and present a copy of the minutes to the Secretary within the two weeks following the meeting. Committee meetings shall be open to all members of the Board of Directors.

- (a) The Development Committee shall be responsible for fundraising, public relations, maintaining the visibility of the corporation, and governmental relations.
- (c) The Program Outreach Committee shall be responsible for planning, developing, and evaluating the Corporation's programs.

Section IV.3 Additional Committees. The Board of Directors may from time to time designate and appoint additional standing or temporary committees by majority vote of the Board of Directors. Such committees shall have and exercise such prescribed authority as is designated by the Board of Directors. The Directors may authorize these committees to exercise any powers, responsibilities, and duties consistent with the Certificate of Formation and these bylaws.

ARTICLE V. OFFICERS

Section V.1 Number. The officers of the Corporation shall be a President, Vice President, Secretary and Treasurer. The Board of Directors may elect or appoint such other officers, including additional Vice Presidents, one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable, such other officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two (2) or more offices may be held by the same person, except the offices of President and Secretary.

Section V.2 Election and Term of Office. The officers of the Corporation shall be elected annually by the Board of Directors at the annual meeting of the Board of Directors. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as possible. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his or her successor shall have been duly elected and shall have qualified or until he or she shall resign or shall have been removed in the manner hereinafter provided.

Section V.3 Removal. Any officer may be removed from office, with or without cause, by the affirmative vote of two-thirds (2/3) of the directors present at any meeting of the Board of Directors at which a quorum is present or, if such removal is done by written consent, by the affirmative vote of one-half (1/2) plus one (1) members of the Board of Directors.

Section V.4 President. The President shall have general control over the business and affairs of the Corporation subject only to the Board of Directors. He or she shall preside at all meetings of the Board of Directors. He or she shall direct the Executive Director of the Corporation. He or she may sign, with the Secretary, or any other proper officer of the Corporation authorized by the Board of Directors to so act, any deeds, mortgages, bonds, contracts, or other instruments that the Board of Directors has authorized, generally or specifically, to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, by these bylaws, or by statute to some other officer or agent of the Corporation; and, in general, he or she shall perform all duties incident to the office of President as set forth in these bylaws, and such other duties as may be prescribed by the Board of Directors from time to time.

Section V.5 Vice President. In the absence of the President or in the event of his or her inability or refusal to act, the Vice President (or in the event there be more than one (1) Vice President, the Vice Presidents in order of their election) shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him or her by the President or Board of Directors.

Section V.6 Treasurer. The Treasurer shall be in charge of monitoring all matters pertaining to the accounts and finances of the Company, including but not limited to all funds and securities of the Corporation and payment to the Corporation from any source whatsoever; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors. The Treasurer shall make a written report of the finances of the Corporation at each regular meeting of the directors, and at such other time as the Board of Directors shall require.

Section V.7 Secretary. The Secretary shall: (i) keep the minutes of the Board of Directors meetings in one or more books provided for that purpose; (ii) keep a current list of the names and addresses of all members of the Board of Directors and see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (iii) maintain the corporate seal of the Corporation and see that the seal of Corporation is affixed to all documents duly authorized; and (iv) in general perform all duties incident to the office of the Secretary and such other duties as may be assigned to him or her by the President.

Section V.8 Assistant Treasurers and Assistant Secretaries. The Assistant Treasurers and Assistance Secretaries in general shall perform such duties as shall be assigned to them by the Treasurer or the Secretary as applicable.

ARTICLE VI. **EXECUTIVE DIRECTOR**

Section VI.1 Executive Director. The Board of Directors may, upon resolution, appoint an Executive Director to serve at the board's discretion and to carry out whatever tasks the board from time to time resolves. The Executive Director shall be paid an annual salary set by the Board of Directors. Subject to such supervisory powers as are vested in the Board of Directors, the Executive Director shall supervise, direct, and control the business of the Corporation and actively manage its business, and shall have such other powers and duties as may be prescribed by the Board of Directors or by these bylaws.

The Executive Director may engage in negotiations involving commitments of the resources of the Corporation or the acceptance of money or resources by the Corporation in furtherance of the purposes of the Corporation as set out in the Articles of Incorporation and these bylaws. The Executive Director shall generally be expected to attend all meetings of the Board of Directors and meetings of the general membership.

ARTICLE VII. **FISCAL YEAR**

Section VII.1 Calendar Year. The calendar year of the Corporation shall be the period January 1-December 31 of each year.

ARTICLE VIII. **OPERATING POLICIES**

Section VIII.1 Board of Directors and Operating Policies. The Board of Directors shall act on such business matters as are required by the Articles of Incorporation and Bylaws, such as approval of the budget, if any, authorization of major expenditures of funds and approval of reports.

Section VIII.2 Ex Officio Status of the President. The immediate past President shall be an ex officio member of of the Board of Directors and the Corporation.

Section VIII.3 Joint Undertakings. The Corporation may, through action of the Board of Directors, participate in joint projects or programs with other groups, corporations, agencies, or organizations, within the limitations of tax exempt organizations established by the Internal Revenue Code (the "*Code*") and consistent with the purposes of the Corporation.

ARTICLE IX.
INDEMNIFICATION AND INSURANCE

Section IX.1 Extent of Indemnification and Advancement of Expenses. Except as provided below in Section IX.2, the Corporation shall indemnify and advance expenses to any person who (i) is or was a director, officer, employee, or agent of the Corporation or (ii) serves or has served at the request of the Corporation as a director, officer, partner, venturer, proprietor, trustee, employee, agent, or similar functionary of another foreign or domestic corporation, partnership, joint venture, sole proprietorship, trust, employee benefit plan, or other enterprise, to the fullest extent that a corporation may or is required to grant indemnification to a director under the TBOC; notwithstanding the foregoing, however, the Corporation may indemnify and advance expenses to an officer, employee, or agent, or any person who is identified in Section IX.1(ii) and who is not a director to such further extent, consistent with law, as may be provided by the Corporation's Certificate of Formation, these Bylaws, general or specific action of the Board of Directors, or by contract, or as otherwise permitted or required by common law.

Section IX.2 Limitation on Extent of Indemnification in Derivative Suits. In case of a suit by or in the right of the Corporation against a person named in Section IX.1 by right of his or her holding a position named in Section IX.1, the Corporation shall only indemnify such person for expenses (including attorneys' fees, but excluding amounts paid in settlement) actually and reasonably incurred by him or her in connection with the defense or settlement of the suit.

Section IX.3 Non-Exclusive. The indemnification provided by this Article IX shall not be exclusive of any other rights to which a person may be entitled by law, these Bylaws, agreement of disinterested directors, or otherwise.

Section IX.4 Continuation. The indemnification and advance payment provided by this Article IX shall continue as to a person who has ceased to hold a position named in Section IX.1 and shall inure to his or her heirs, executors, and administrators.

Section IX.5 Insurance. The Corporation may purchase and maintain insurance or make other arrangements, at its expense, to protect itself and any such director, officer, employee, agent, or person as specified in Section IX.1, against any such expense, liability, or loss, whether or not the Corporation would have the power to indemnify such person against such expense, liability or loss under the TBOC.

Section IX.6 Reports. Indemnification payments, advance payments and insurance payments made under this Article IX shall be reported in writing to the Board of Directors with the next notice of annual meeting, or within six (6) months, whichever is sooner.

Section IX.7 Private Foundation Exception. Notwithstanding anything to the contrary contained in these Bylaws, in the event the Corporation is ever determined to be a private foundation under Section 509 of the Code, any indemnification provided for by this Article IX, and any insurance premiums paid on account of such indemnification provisions, shall be limited to the payment or reimbursement of expenses (other than taxes, penalties, or expenses of correction) including attorneys' fees, incurred with respect to the defense of a judicial or administrative proceeding involving Chapter 42 of the Code or state laws relating to the mismanagement of funds of charitable organizations, if:

- i. Such expenses are reasonably incurred in connection with such proceeding;
- ii. The defense is successful, or such proceeding is terminated by settlement, and the act or failure to act which led to the liability for tax under Chapter 42 of the Code was neither willful nor without reasonable cause; and
- iii. The expenses are incurred by or on behalf of an officer or director of the Corporation, or any person having powers or responsibilities similar to those of officers or directors, and with respect to any act or failure to act, the employees of the Corporation having authority or responsibility with respect to such act or failure to act.

ARTICLE X.
CONDUCT OF BUSINESS

Section IX.1 Books and Records. The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors.

ARTICLE XI.
WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the TBOC or under the provisions of the Certificate of Formation or these Bylaws, a waiver thereof in writing signed shall be deemed equivalent to the giving of such notice.

ARTICLE XII.
AMENDMENT OF BYLAWS

Section XII.1 Procedure. These Bylaws may be amended at any meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) of the directors at a meeting at which a quorum is present when duly called in accordance with Section III.9(iv) hereof with notice stating the intent to consider the amendment of the Bylaws.

These Bylaws were adopted at a meeting of the Board of Directors of the Corporation held in Houston, TX on the 7 day of March, 2015.

_____, Secretary

TRUSTEE LEGAL RESPONSIBILITY

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to The Women's Fund. These standards are the duty of care, the duty of loyalty and the duty of respect.

Duty of Care

The duty of care is the level of competence that is expected of a board member, and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

Duty of Loyalty

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

Duty of Respect

The duty of respect requires board members to be faithful to The Women's Fund mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

BOARD OF TRUSTEES CHECKLIST

1. I will attend the Board and committee meetings regularly.
2. I will prepare for and participate in the meetings that I attend.
3. I ask questions if I do not understand the policy or procedures.
4. I will follow through on my Board and committee responsibilities.
5. I will understand the organization's finances, budget, and financial management.
6. I will treat the affairs of the organization with the same care I would my own.
7. I will understand the strategic plan and its importance in considering priorities.
8. I will avoid the existence or appearance of conflict of interest in any area of the organization and disclose a personal conflict of interest if it exists.
9. I will know if the organization is living up to all the requirements of its nonprofit, tax-exempt status and complying with the laws of the state.
10. I will know if the Board has a policy regarding legal liability of Trustees and if it maintains insurance coverage in this area.
11. I will monitor the image of the organization in the community.
12. I will read the publications, minutes, and other communications.
13. I will understand the different roles that staff and Board have.
14. I will treat the staff as professionals dedicated to fulfilling the Board's policies.
15. I will contact the president and/or the executive director if I have concerns about staff.
16. I will approach my responsibilities in the spirit of a trustee on behalf of contributors, their intended beneficiaries, and the public at large.
17. I will maintain loyalty to the organization and a higher loyalty to the welfare of the community.
18. I will accept that decisions must be made by majority vote.
19. I will respect the right of other board members and of staff to disagree and endeavor to keep controversies impersonal.
20. I will listen and communicate respectfully and productively.

Board Trustee Signature

Date

CONFLICT OF INTEREST POLICY

The purpose of the following policy and procedures is to complement The Women's Fund bylaws to prevent the personal interest of staff members, board trustees, and volunteers from interfering with the performance of their duties to, or result in personal financial, professional, or political gain on the part of such persons at the expense of or its members, supporters, and other stakeholders.

- *Definitions: Conflict of Interest* (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and Board Trustees of The Women's Fund. *Board* means the Board of Trustees.
- *Officer* means an officer of the Board of Trustees.
- *Volunteer* means a person -- other than a board member -- who does not receive compensation for services and expertise provided to and retains a significant independent decision-making authority to commit resources of the organization.
- *Staff Member* means a person who receives all or part of her/his income from the payroll of The Women's Fund.
- *Supporter* means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to The Women's Fund.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Trustees in all conflicts of interest, including but not limited to the following:
 - a. A board member is related to another board member or staff member by blood, marriage, or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or their organization/employee stands to benefit from a transaction or staff member of such organization: receives payment from for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A board member's organization receives grant funding from the Women's Fund.
 - e. A board member or staff member is a member of the governing body of a contributor to the Women's Fund.
 - f. A volunteer working on behalf of who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Trustees shall determine whether a conflict of interest exists and if so, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect The Women's Fund's best interests. Both votes shall be by a majority vote without counting the vote of any interested trustee, even if the disinterested trustees are less than a quorum provided that at least one consenting trustee is disinterested.
3. A Board member or Committee member who is formally considering employment with The Women's Fund must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term, which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with The Women's Fund must submit a written request for a temporary leave of absence to the Secretary of the Board, c/o the office, indicating the time of the leave. The Secretary will inform the President of the Board of such a request. The President will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of The Women's Fund's Board meeting.
4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Trustees, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

5. Anyone in a position to make decisions about spending resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
6. A copy of this policy shall be given to all Board members, staff members, volunteers, or other key stakeholders upon commencement of such person's relationship with or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
7. This policy and disclosure form must be filed annually by all specified parties.

Print Name	Position
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Signature	Date
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Review of Conflict of Interest Policy at the Board Meeting: _____

Conflict of Interest: No Yes If marked “Yes” please explain below.

Review of Conflict of Interest Policy at the Board Meeting: _____

BOARD EXPECTATIONS

Board of Trustee Expectations

- Serve a three-year term.
- Give and/or get a minimum of \$2,500 annually.
- Attend a majority of board meetings annually.
 - Board Retreat – January
 - Board Meeting – March
 - Board Meeting – May
 - Annual Meeting – September
 - Board Meeting – November
- Maintain your membership in The Women's Fund.
- Assist our organization with strategic introductions where possible.
- Serve on one of our standing or event committees or assist with community relations and involvement.
- Participate in fundraising and community events personally and corporately, as your visibility and personal and financial support demonstrates to the Houston community the importance of our mission.

Advisory Board Expectations

- Serve a two-year term.
- Give and/or get a minimum of \$1,000 annually.
- Are invited to attend board meetings.
 - Board Retreat – January
 - Board Meeting – March
 - Board Meeting – May
 - Annual Meeting – September
 - Board Meeting – November
- Maintain your membership in The Women's Fund.
- Assist our organization with one of the following: a strategic introduction, serve on one of our standing or event committees, or assist with community relations and involvement.
- Participate in fundraising and community events personally and corporately, as your visibility and personal and financial support demonstrates to the Houston community the importance of our mission.

BOARD GIVING POLICY

Board of Trustees
<ul style="list-style-type: none">• Makes a personal contribution to one or more events, campaigns, or programs annually. *
<ul style="list-style-type: none">• Joins Membership annually.
<ul style="list-style-type: none">• Gives and/or gets a minimum of \$2,500 annually through their company and/or friends, colleagues, or contacts. *

Advisory Board
<ul style="list-style-type: none">• Makes a personal contribution to one or more events, campaigns, or programs annually. *
<ul style="list-style-type: none">• Joins Membership annually.
<ul style="list-style-type: none">• Gives and/or gets a minimum of \$1,000 annually through their company and/or friends, colleagues or contacts. *

*Should not include purchase of auction, raffles or surprise bags, etc. May include donations through event appeals.

With every member we should be willing to make exceptions to the above based on relationships/services a BOT or AB is willing to bring to The Women's Fund.

Exceptions would include:

Specialized services provided such as: Legal, Accounting, Human Resources, Contract negotiations, Publication/Curriculum review, development, translation, editing and proofing, etc.

Could apply to our medical professionals, social workers or experts in program outreach.

Volunteer service hours to be considered as a contribution on a case by case basis.

Approved 11.17.15

FINANCIALS AND CONTROLS

Stewardship Information

The Women's Fund has an active board of 19 Board of Trustee members, 18 Advisory Board members, and 2 Emeritus Board members who meet five times a year as a whole body. Members are actively recruited from the community, committees, and the advisory board.

The Executive Committee consists of the officers and committee chairs and meets in months that do not have a board meeting. Every trustee participates in at least one of the three standing committees and help with the program development, governance and the fundraising needs of the organization.

The Board of Trustees meetings had an average attendance rate of 53.5% and 98% of the trustees and advisory board members financially supported the organization, equal to \$288,365 or 41% of the total income in 2021.

The Board of Trustees must sign a Conflict of Interest policy on an annual basis to ensure the organization does not conduct transaction(s) in which any board or staff members have material conflicting interests with the charity resulting from any relationship or business affiliation.

Finances

Uses accumulated funds that could be used, for current program activities.

Makes available to all, on request, complete annual financial statements prepared in accordance with generally accepted accounting principles.

Includes in the financial statements a breakdown of expenses (e.g., salaries, travel, postage, etc.) that shows the expenses allocated to program, fund raising, and administrative activities (costs).

Accurately reports the charity's expenses in its financial statements.

Have a board-approved annual budget for its current fiscal year, outlining projected expenses for major program activities, fundraising and administration.

Fundraising and informational materials

Ensures ethical fund raising practices and ensures the privacy of the donors' information.

Have solicitations and informational materials, distributed by any means that are accurate, truthful, and not misleading, both in whole and in part.

Have organizational information available to all via on our website www.thewomensfund.org, that includes:

The organization's mission statement

A summary of the past year's program service accomplishments

A roster of the officers and members of the board of directors

Financial information that includes:

Total income in the past fiscal year

Expenses in the same program, fund raising and administrative categories as in the financial statements.

Philosophy

The purpose of financial management in the operation of all The Women's Fund (TWF) activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including clients, partners, funders, employees, and the community. In order to accomplish this, TWF commits to provide accurate and complete financial data for internal and external use by the Executive Director and the Board of Trustees.

Authority

1. The Board of Trustees is ultimately responsible for the financial management of all activities.
2. The Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board of Trustees.
3. The Executive Director is responsible for the day-to-day financial management of the organization. The Board authorizes the Executive Director to hire and supervise staff and independent consultants, pay bills, receive funds, and maintain bank accounts.
4. The Executive Director is authorized to sign checks up to \$5,000. Checks for amounts greater than \$5,000 shall require the signature of the Treasurer, or the Board President.
5. The Executive Director is authorized to enter into contracts for activities but only with the approval of the Executive Committee. A second signature by a member of the Executive Committee is required on all contracts and subsequent payment to enter into a contract.
6. The Executive Director is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Executive Committee on variances and the reason for these variances.

Responsibilities

The Executive Director shall:

1. Account for donor restricted and Board designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
2. Report the financial results of TWF operations on the schedule established by the Executive Committee, but at least quarterly.
3. Pay all obligations and file required reports in a timely manner.
4. Make no contractual commitment for bank loans, corporate credit cards, or for real estate lease or purchase without specific approval of the Board President and/or Treasurer.
5. Limit vendor credit accounts to prudent and necessary levels.
6. Obtain competitive bids for items or services costing in excess of \$7500 annualized. Selection will be based on cost, service and other elements of the contract. TWF may award the bid to any provider and is not required to accept the lowest cost proposal.

The Board of Trustees shall:

1. Review financial reports at each board meeting.
2. Provide adequate training to members to enable each member to fulfill their financial oversight role.

Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with Board-approved priorities, long-range organization goals, and specific objectives, the Executive Director shall:

1. Submit budgets to the Executive Committee in time for reasonable approval by the Board prior to each fiscal year.
2. Use responsible assumptions and projection background, with a general goal of an unrestricted surplus and to meet the requirements of the organization's liquidity plan.

Gift Acceptance

TWF will accept stock or other negotiable instruments as a vehicle for donors to transfer assets to the organization. Transfer and recording the value of the asset shall be done in a consistent manner and in compliance with accounting standards.

TWF shall accept contributions of goods or services other than cash that are related to the programs and operations of TWF. Any other contributions of non-cash items must be reviewed and approved by the Board of Trustees before acceptance.

Asset Protection

In order to ensure that the assets of TWF are adequately protected and maintained, the

Executive Director shall:

1. Insure against theft and casualty losses to the organization and against liability losses to Board members, staff, or the organization itself to levels indicated in consultation with suitable professional resources.
2. Plan and carry out suitable protection and maintenance of property, building, and equipment.
3. Avoid actions that would expose the organization, its Board, or staff to claims of liability.
4. Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
5. Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.
6. Invest money in accordance with Board-approved investment policies.

Five Essentials for Financial Policies

- 1) Assignment of authority for necessary and regular financial actions and decisions, which may include delegation of some authority to staff leaders
- 2) Policy statement on conflicts of interest, or insider transactions
- 3) Clear authority to spend funds including approval, check signing, and payroll
- 4) Clear assignment of authority to enter into contracts
- 5) Clear responsibility for maintaining accurate financial records

On August 20, 2009, The Women's Fund for Health Education and Research Executive Committee accepted and approved the Financial and Control Policy.

Internal Accounting Controls Checklist

YES	Are all disbursements, except those from petty cash, made by pre-numbered checks, auto-pay or online payment or Bill-Pay?
YES	Are voided checks preserved and filed after appropriate mutilation?
YES	Is a cash disbursement voucher prepared for each invoice or request for reimbursement that details the date of check, check number, payee, amount of check, description of expense account (and restricted fund) to be charged, authorization signature, and accompanying receipts?
YES	Are all expenditures approved in advance by authorized persons?
YES	Are signed checks mailed promptly?
YES	Does the check signer review the cash disbursement voucher for the proper approved authorization and supporting documentation of expenses?
YES	Are requests for reimbursement and other invoices checked for mathematical accuracy and reasonableness before approval?
YES	Is check-signing authority vested in persons at appropriately high levels in the organization?
YES	Are the numbers of authorized signatures limited to the minimum practical number?
YES	Are bank statements received and reconciled by a person independent of the authorization and check signing function?
YES	Is a list of unpaid invoices regularly prepared and periodically reviewed?
YES	If the organization keeps an accounts payable register, are payments promptly recorded in the register to avoid double payment?
YES	Are employees required to submit expense reports for all travel related expenses on a timely basis?

BUDGET OVERVIEW AND BREAKDOWN OF FUNDING

Budget 2024	Budget 2024
Income	
4000 - Foundations	150,000.00
4005 - Corporate	144,000.00
4010 - Individuals	475,000.00
4070 - Interest	1,000.00
4071 Interest/dividends - Investment	
4080 Contributions from HER	80,000.00
4200 -Unrealized Gain/Loss Investment	0.00
Total Income	850,000.00
Ordinary Expenses	
5005 - Salaries	433,750.00
5015 - PR Tax, Benefits, Admin. Costs	130,933.50
	564,683.50
5100 - Specific Assist to Individuals	
5110 - Promo Items	4,000.00
5190 - Scholarships & Research Grants	5,000.00
Total 5100 - Specific Assist to Individuals	9,000.00
5200 - Supplies & Office Expense	
5130 - Bank Fees/CC & Paypal Fees	8,450.00
5155 - Dues & Subscriptions	3,875.00
5205 - Small Office Furniture & Equipment	3,000.00
5215 - IT Expenses	5,844.00
5235 - Licenses & Fees	2,307.50
5251 - Printing & Publications	16,200.00
5253 - Supplies	6,500.00
5280 - Postage & Delivery	6,000.00
Total 5200 - Supplies & Office Expense	52,176.50
5300 - Occupancy	
5160 - Equipment Lease	3,684.00
5210 - Insurance	3,780.00
5220 - Office Rent	61,635.00
5290 - Repairs and Maintenance	2,000.00
5320 - Telephone & Internet	3,600.00
Total 5300 - Occupancy	74,699.00
5500 - Professional Fees	
5145 - Consultant Fees (Designer, Grant Writer+Event Support)	33,000.00
5225 Media	0.00
5263 - Accounting Fees	6,700.00

5267 - Legal	100.00
5500 - Professional Fees - Other(Website + Program Support)	4,800.00
Total 5500 - Professional Fees	44,600.00
5600 - Travel, Conferences & Meetings	
5237 - Meetings & Training	2,850.00
5239 - Community Seminars & Events	2,000.00
5330 Travel & Lodging	2,000.00
5332 - Mileage	8,000.00
5334 - Parking & Tolls	300.00
Total 5600 - Travel, Conferences & Meetings	15,150.00
6000 - Fundraising	
6005 - Venue	0.00
6035 - Audio Visual	11,500.00
6040 - Entertainment	8,000.00
6045 - Decor	9,000.00
6050 - Rentals	850.00
6055 - Awards - Gifts	1,900.00
6060 - Pro Services - Valet etc...	14,500.00
6070 - Meals and Beverages	70,400.00
Total 6000 - Fundraising	116,150.00
	876,459.00
Net Ordinary Income	-26,459.00

<i>Fundraising Goals 2024</i>	<i>Budget 2024</i>
Administration	\$ 25,000
Annual Campaign	\$ 50,000
Capacity Campaign	\$ 35,000
Fall Luncheon	\$ 300,000
General Fundraising (loyalty programs)	\$ 5,000
Spring Wine Dinner	\$ 235,000
Membership/YPO	\$ 25,000
Program Grants	\$ 175,000
	\$ 850,000

STANDING COMMITTEES

GOVERNING

Executive Committee Chair – Lauren K. Summerville, President

Description: Oversees the governance of the Corporation and acts as advisor to the Executive Director on day-to-day management issues. All officers and committee chairs are members of the executive committee.

FINANCE COMMITTEE – Lisa Rogers, Treasurer

Description: Oversees the financial matters of the Corporation. This committee works closely with the Executive Committee regarding budget and financial decisions.

BOARD GOVERNANCE COMMITTEE – Jillian Nel, Vice President

Description: The committee is responsible for engaging the Board of Trustees to nominate eligible candidates for the annual elections of officers and Board of Trustees. They may also fill vacancies that may occur during the year. The committee educates the Trustees regarding the procedure for nominating candidates for the Board of Trustees and interviews prospects prior to submitting their names for approval.

ADVISORY BOARD– Kathy Johnson, Chair

Description: The advisory board's essential operation is to support the organization's goals and objectives, and provide oversight, guidance, and expertise. The advisory board has no governance responsibilities. Which means members have no voting rights and cannot make financial decisions on the organization's behalf, however, plays a key role in TWF's success by promoting TWF in the community, expanding TWF's network and connecting TWF to a new audience.

COMMUNICATIONS AND MARKETING COMMITTEE – Elysa L. Nelson, Chair

Description: The Marketing and Communications committee develops and implements TWF's strategic communications and marketing plan to promote TWF's, mission, vision, values, and important news around events, membership, programs, publications, volunteering, and more. The committee is also responsible for establishing best practices for style and content that is used in all communication formats including social media platforms. TWF and the committee work collaboratively to establish an editorial calendar of communications content. Work includes: to provide content ideas as needed, and share/post content through TWF's various social media channels.

COMMUNITY OUTREACH – Ginny T. Kirklin, Chair

Description: The Community Outreach committee utilizes key resources and relationships to provide an avenue of collaboration and outreach to expand TWF awareness and scope with all stakeholders. The Committee identifies opportunities to positively represent The Women's Fund's mission and programs to increase engagement with existing and potential partners. Utilize their network and/or expertise to create, develop, update new and existing program content to ensure accuracy.

DEVELOPMENT COMMITTEE – Jackie Macha/Monica Fulton, Co-chairs

Description: Successful fundraising requires the full engagement of the board, starting with a personal commitment of support from every board member and extending to its active involvement in encouraging others to support the organization. Tasked with engaging the entire board in fundraising, the committee’s members help shape development strategies and plans, monitor results against the development plan, and ensure that the organization’s fundraising program is appropriately resourced. The committee also aids TWF to identify and recruit event/campaign leadership, utilize their networks to identify, cultivate and steward new and established donors including individuals, corporations and foundation supporters.

STRATEGIC PLANNING (Task Force)

Description: Responsible for reviewing the current long-range plan and solicit input from board, staff, committee members, and the public on current programs and possible new initiatives. Presents its findings and recommendations to the Board of Trustees for discussion and decisions.

COMMITTEE CHAIR RESPONSIBILITIES

The Chairperson and Co-Chair (if appointed) is responsible for the following:

- Create meeting schedule and agendas for the committee.
- Rally the board members to participate in the committee.
- Outline goals and timelines for the committee in conjunction with the Executive Director.
- Updates the Executive Committee and the Board of Trustees on the goals and committee projects.

Board Committees and Committee Chairs

<p>Executive Lauren Summerville, President Linda Rhodes, ED</p>	<p>Advisory Board Kathy Johnson, Chair Linda Rhodes, ED</p>	<p>Communications/Marketing Elysa Nelson, Chair Linda Rhodes, ED</p>
<p>Community Outreach Ginny T. Kirklin, Chair Kaila Vargas, Program Manager</p>	<p>Development Jackie Macha, Co-Chair Monica Fulton, Co-Chair</p>	<p>Finance Lisa Rogers, Chair Linda Rhodes, ED</p>
<p>Nominating Lauren Summerville, President, Jillian Nel, Past President; Current Vice-President Kathy Johnson, Past President Linda Rhodes, ED</p>	<p>Young Professionals (Development) Lindsey Duhon, Lead Crystal Nguyen Kathryn Nicholson Program Staff</p>	

HER FOUNDATION

QUICK REFERENCE INFORMATION

History

Prior to 1998, revenue was allocated into different categories that were set by the trustees and/or were donor restricted to specific goals and programs and were line items in the general account. Those categories then became the designated funds of the HER Foundation. The designated funds and all unrestricted revenue invested over the years created an endowment that is to be the source of stable long-term funding for The Women’s Fund operating costs.

The HER Foundation was incorporated to ensure better fiscal management, a system of checks and balances and more professional management of the different funds and additional revenue raised after covering expenses. To ensure professional management of the foundation funds, the HER Foundation board members are experts in managing the investment portfolio, the endowment and the allocation of the funding.

Overview of Endowment Funds

The HER Foundation funds are divided into four segregated endowments. Each endowment is a percentage of the total endowment. The first endowment is the largest and its earnings are to be used to support the operating costs of the Foundation and the Beneficiary. *See Addendum 2: HER Foundation Financial Statements*

- **Foundation Endowment**
This endowment is established to provide ongoing support to the Foundation and Beneficiary. The corpus (principal) amount of the Foundation Endowment is set at \$750,000. The earnings from this endowment will be deposited in the Unrestricted Fund.
- **McGovern Endowment**
This endowment is established through a contribution from Dr. John P. McGovern with purpose of providing health education lectures, classes and workshops.
- **Wendy Haskell Meyer Endowment**
This endowment is established with the purpose of providing an annual spring health seminar or workshop.
- **Unrestricted Fund**
This fund is established to support the operating costs of the Foundation and the Beneficiary.

Board Trustee Nominations

The HER Foundation can have a maximum of nine trustees, divided into two classes, Beneficiary Trustees and At-Large Trustees.

Beneficiary Trustees (BT)

The Board of Trustees of the Women’s Fund for Health Education and Research (Beneficiary) appoints a Beneficiary Trustee. There can be a minimum of two and not more than four BT. TWF Treasurer has typically been appointed as a trustee.

(BT1) TWF President – Lauren Summerville	(BT3) Paulina McGrath
(BT2) TWF Treasurer – Lisa Rogers	(BT4)

At-Large Trustee (AT)

Minimum of three and not more than five AT and cannot be a current TWF Board Trustee. These trustees are voted in for two, three year terms by the HER Foundation board at the annual meeting.

(AT1) Craig England	(AT4) Lauren Owen Pio
(AT2) Robert Raney	(AT5)
(AT3) Paulina McGrath	Deborah Grayson, Advisor

Highlighted Selected By- Laws

Article I... the Foundation was organized and is to be operated, that is to provide financial assistance and benefit to The Women’s Fund for Health, Education (sp) and Research (the “Beneficiary”). The Foundation provides such financial assistance and benefit to support the Beneficiary’s mission statement that is to ...

Article II 2.2. Beneficiary Trustees. There shall be not less than two and no more than four Initial Beneficiary Trustees who are named in the Original Articles of Incorporation. A Beneficiary Trustees shall be a person who is appointed by the Board of Trustees of TWF. The TWF’s Board of Trustees may from time to time appoint additional persons to serve as Beneficiary Trustees provided the numbers does not exceed the limitations set forth above.

2.3 At Large Trustees. There shall be not less than three or more than five Initial At Large Trustees who are name as such in the Original Articles of Incorporation. An At Large Trustee shall be a person who at the time of election is not a member of the TWF’s Board of Trustees...

2.4 Annual Meeting. ... shall be held immediately before or after the TWF’s Annual Meeting* of its Board of Trustees for the purpose of electing officers for the ensuing year; electing Trustees, if any, and transacting such other business as may be properly brought up before such a meeting.