

Administration Committee Charter



Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Administration Committee (AC) and grants to the Committee authority specifically stated within the GRF governing documents.

In accordance with Article VIII of the Bylaws, the Committee Chair and members shall be appointed by the GRF President and approved by action of the BOD.

1. PURPOSE

To coordinate management functions that monitor the Foundation's financial and human resources, maintain adherence to principles of good governance, project a future vision for the community and suggest actions necessary to fulfill those ambitions.

2. DUTIES

- 2.1. This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees.
- 2.2. Publish an agenda four (4) days in advance of the Committee meeting.
- 2.3. The Chair shall, with the approval of the Committee, appoint a Vice-Chair.
- 2.4. Unless canceled by the Chair, the Committee will meet with the Administration staff monthly or whenever such meetings are deemed necessary.
- 2.5. Review monthly staff reports.
- 2.6. Analyze requests within the purview of this committee.
- 2.7. Assist the BOD in understanding the compliance with contracts relating to the duties of this Committee.
- 2.8. Every two years the Committee will review the rules/policies under its purview, and if any changes are suggested, send any recommended changes to the BOD for approval.
- 2.9. Perform a yearly review of the Reserve Study for areas under the purview of this Committee. Update dates and costs.
- 2.10. Chair will furnish a report at the GRF Annual meeting.
- 2.11. Committee responsibilities include the items listed in SECTION 3.

3. AREAS OF PURVIEW

- 3.1. Finance
 - 3.1.1. Budgeting
 - 3.1.2. Purchasing
 - 3.1.3. Monitor Reserve and Capital Accounts

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- 3.1.4.** Fulfill Civil Code Section 5500 Reporting Requirements
- 3.1.5.** Community Leases
 - 3.1.5.1.** Outside Vendor Leases
 - 3.1.5.2.** 1.8 Acres and 5.5 Property
 - 3.1.5.3.** Mutual Leases
- 3.2.** Human Resources
 - 3.2.1.** Group Benefits
 - 3.2.2.** Training and Development
 - 3.2.3.** Compliance
 - 3.2.4.** Workforce Health and Safety
- 3.3.** Mutual Administration
 - 3.3.1.** Compliance Support
 - 3.3.2.** Services
 - 3.3.3.** Financial Reporting
 - 3.3.4.** Shareholder/Owner Discipline
 - 3.3.5.** Management Agreement
- 3.4.** Administrative Support Services
 - 3.4.1.** Centralized Distribution of Office Equipment, Supplies and Support Services
- 3.5.** Strategic Planning
 - 3.5.1.** Future Capital Requirements
 - 3.5.2.** Corporate Communication Strategy
 - 3.5.3.** Branding
- 3.6.** Retail/Revenue Production
 - 3.6.1.** Copy & Supply Center
 - 3.6.2.** Purchasing Store
 - 3.6.3.** Retail/Revenue Production Ventures
 - 3.6.4.** Grants and Sponsorships
- 3.7.** Governing Documents
 - 3.7.1.** Board Document Standardization
 - 3.7.2.** Bylaws
 - 3.7.3.** Articles of Incorporation
 - 3.7.4.** Trust Agreement
- 3.8.** GRF Director Training



4. LIMITATIONS

It is recognized that the Committee's function is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employees are functions of Management and not to be encroached upon by any Committee Chair or member, either individually or collectively.

This Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of GRF. Authority to authorize contracts and/or expenses rests solely with the BOD.

Document History

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