



Turtle Creek Club

Turtle Creek Club Foundation Scholarship Fund Advisory Committee Charter and Member Responsibilities

The Turtle Creek Club Foundation Scholarship Fund was established to promote the enrichment, positive development and educational advancement of the Turtle Creek Club employees, their families and youth residing in South Florida. The Fund was established as a Community Scholarship Fund nested within The Community Foundation Martin - St. Lucie. The Community Foundation provides administrative support including Fund accounting as well as technical assistance with all aspects of the scholarship process. As a Community Scholarship Fund any interested donor may make a contribution in any dollar amount at any time to the Fund. Contributions may be made in a variety of ways (see attached Contributing to the Turtle Creek Club Foundation Scholarship Fund document). All eligible contributions are tax deductible and will be receipted by The Community Foundation.

*The Community Foundation Martin - St. Lucie is classified as a Florida charitable organization described in sections 501(c)(3) and 509(a)(1) of the Internal Revenue Code.

Advisory Committee Purpose

The primary function of the Advisory Committee is to provide scholarship recipient recommendations for the Turtle Creek Club Foundation Scholarship Fund at The Community Foundation Martin - St. Lucie ("Community Foundation"). The Advisory Committee will participate in developing the applicant eligibility criteria and related scholarship application, scholarship application reviews, applicant interviews and scholarship recipient selection related activities.

Responsibilities

The Advisory Committee is responsible for:

- Developing scholarship application criteria
- Developing a scholarship evaluation instrument
- Developing scholarship applicant interview questions
- Reviewing and evaluating all scholarship applications
- Participating in scholarship applicant interviews
- Participating in the final selection of scholarship recipients
- Participating in scholarship award activities

The Advisory Committee shall participate in an annual member survey and assessment related to scholarship solicitation, vetting and awards processes.

Note: The staff of The Community Foundation will provide administrative and technical support to the Advisory Committee. The Community Foundation will be responsible for communicating with scholarship recipients and for managing the issuance of all scholarships to the appropriate academic institutions.

Membership

The membership of the Advisory Committee shall consist of a maximum of eight members. Advisory Committee members shall be invited to serve two-year terms. Multiple two-year terms may be served based on the mutual agreement of the member and a majority of the current Advisory Committee members. Advisory Committee members are ratified by The Community Foundation.

Leadership

The Advisory Committee shall be led by a Chair person(s). The Chairperson(s) shall serve for two years with the possibility of multiple two-year terms based on the mutual agreement of the member and a majority of the current Advisory Committee members.

Meetings

- The Advisory Committee shall meet formally at least four times annually.
 - Application planning meeting
 - Application Review
 - Applicant Interviews
 - Scholarship Recipient selection
- Meetings shall take place at The Community Foundation office in Stuart and/or an alternate location as necessary and agreed upon by members.

Turtle Creek Club Foundation Scholarship Fund Advisory Committee Chair

Appointment: Nominated and approved by a majority vote of the Advisory Committee Members. There may be co-chairpersons.

Term: Chairperson(s) shall serve for two years with the possibility of consecutive terms.

Responsibilities

Provides leadership and ensures the Advisory Committee functions properly by:

- Setting the tone and leading the meetings, including working in concert with The Community Foundation staff on the development of agendas and relevant meeting material preparation:
 - Meetings will occur at least four times annually
 - Pre-meeting and/or discussion with The Community Foundation staff to develop meeting agendas and related materials, if necessary
- Working in conjunction with the Advisory Committee members, with the support of The Community Foundation staff, to establish scholarship application criteria, format, evaluation and selection processes.
- Monitoring, in conjunction with The Community Foundation staff, compliance with all applicable laws and rules governing the operation and activities of a Scholarship Fund at a Community Foundation.
- Leading, with the assistance of The Community Foundation staff, an annual survey and assessment of the Advisory Committee related to scholarship solicitation, vetting and awards processes.
- Representing the Advisory Committee at events and meetings, if applicable.

Strategic Planning

- Work in conjunction with The Community Foundation staff on matters and activities related to short- and long-term successful administration of the Turtle Creek Club Foundation Scholarship Fund.