

DANE COUNTY IMMIGRANT ASSISTANCE FUND – OPERATING GUIDELINES

Updated 10/17/17

1) Purpose: The Dane County Immigrant Assistance Fund is managed by the Immigrant Assistance Collaborative, a partnership of independent service providers to immigrants and refugees across Dane County, WI. Current partner organizations include the Catholic Multicultural Center, Centro Hispano Inc. (Centro Hispano of Dane County), Community Immigration Law Center (CILC), RISE Law Center, Jewish Social Services, Literacy Network, Madison Path to Citizenship, and UW-Law School Immigrant Justice Clinic. The fund is to be managed and replenished at the discretion of the Immigrant Assistance Collaborative. Plans for sustainability include growing funds to eventually establish an endowment at the Madison Community Foundation (MCF).

2) Advising Committee: The Committee will include one member from each of the organizations listed as partners of the Immigrant Assistance Collaborative. Election to, or removal from, the Committee should occur by a majority of the members present at a meeting where quorum has been achieved. The advising committee will be responsible for advising all distributions from the Dane County Immigrant Assistance Fund as well as have oversight over fundraising efforts, other than funding administered by the Vera Institute of Justice. All collaborative partners are guaranteed funding each year, decided at the discretion of the advising committee.

3) The Committee Chair will serve beginning January 1 of each year, consistent with MCF's fiscal year.

4) Each partner organization will have one consistent committee member, who will serve a minimum two-year term. Terms should follow the calendar year. Any vacancy in membership can be filled by another representative of the partner organization.

5) Meetings: The Committee will meet to determine intended distributions and the needs of fundraising and other matters. One of those meetings should be identified as the Annual Meeting, when the Committee Chair is elected. The Committee reserves the right to invite other non-voting guests, as needed.

6) Operating Consistency: Prior to the meeting, the Committee Chair should request operating updates from MCF.

7) Committee Liaison: Centro Hispano of Dane County is the legal fund holder and a representative from Centro Hispano of Dane County will be the Liaison to MCF and be the primary correspondent with MCF. Centro Hispano of Dane County will receive all official Fund correspondence from MCF and will ensure that MCF has all current information on Committee composition, roles and contact information. Centro Hispano of Dane County will have the password that allows access to the Fund via MCF's password protected website.