



38 W Maplewood Mall, 1st Fl. Philadelphia, PA 19144
P. 215 –278 –4400 F. 215 –599 –9117E. info@theonelessfoundation.org

THE ONE LESS FOUNDATION

Board Candidate Frequently Asked Questions (FAQ's)

1. When was The One Less Foundation started?

The One Less Foundation (TOLF) was incorporated April 9, 2012 and received its IRS tax determination letter (for 501(c)(3) status) in 2013, with back dated approval to April 9, 2012

2. How many people create a full board of directors?

A full board is considered to have 12 directors

3. What is the length of a board members term if any do the directors serve?

Each board member serves a term of three years (unless they resign or are found to be in violation of rules that govern the board), which can be renewed for an unlimited number of successive terms

4. Are there any financial requirements for board members?

Yes. Each board member is required to give an annual minimum contribution of \$250.00 and to assist in other fundraising efforts of the organization

5. How often does the board meet?

The board has four official meetings each year, which are held on a quarterly basis. The meetings are pre-scheduled for the 2nd Saturday of the first month of the quarter. Meetings are held from 10:30am – 12:30pm, with board members able to attend in person (held at the TOLF office), virtually and via conference call. Currently, the board uses the website Wiggio (www.wiggio.com) as a centralized meeting facilitator and document depository. There are a few occasions that require the board to meet outside of the normally scheduled meetings; however those are normally limited to 30 minute sessions to vote on important issues that can't wait until the next regularly scheduled board meeting. These are typically reserved for voting on board members, if needed.

6. What are the time requirements of board members?

On average board members spend 1-2 hours each month, excluding the quarterly board meetings, on other board governance and responsibilities, which primarily include reviewing program status and funding report (grants), providing feedback to the Executive Director and committee work as needed.

7. What are the basic responsibilities of a board member?

Board members are responsible for ensuring the organization is providing programs that are in-line with the mission, and that the programs support the purpose of the organization and that the organization has the financial means to execute its mission. There are six committees that board members can join to help the organization meet its goals. The committees are: Fund Development (fundraising), Communications, Policy and Planning (Program Development), Community Outreach, Finance and Audit and Governance, and as needed there is a Nomination

committee that is convened when the board under takes a search for new board members. (See attached: TOLF – Board and Committee Roles and Responsibilities)

8. How is the organization funded?

TOLF is funded primarily by individual and corporate donations and small grants. TOLF also charges a small fee to other nonprofit and for profit organizations for use of our programs and curriculum. The organization is undertaking steps to move to the next level of funding by applying for larger corporate and community grant funding. The organization has met with PA State Representatives and State Senators about state funding for programs, as well.

9. How is the organization managed on a daily basis?

TOLF is managed by an Executive Director, and currently has staff working as an Office Administrator and Program Managers. All staff is currently volunteer, with the organization working to moving toward a paid staff

10. What are the major events or fundraising efforts of the organization?

There are four major fundraising events that the organization does each year. The is a fundraiser in the spring (Everyone’s A Philanthropist – which has been a cocktail party and may become a golf outing next year), in late July/early August is our RISE Awards and Dinner (where graduating high school seniors from our RISE Mentoring program are honored and our scholarships are awarded), in September the event is Run Germantown (the 5K race and 3K fun run), and then we typically do an end of the year giving drive, which is kicked off by Giving Tuesday (the 1st Tuesday in December, following the after Thanksgiving ‘Black Friday’ and ‘Cyber Monday’ “holidays”). From time to time there are crowdfunding fundraisers done via Indiegogo. The organization does have a full Fund Development Plan which outlines the basic fundraising strategies for TOLF and is updated every three years. Annually, as the budget is created more detailed efforts are outlined and specific dollar goals listed.

11. What policies and insurance does the organization have?

As a board the following policies and plans have been created and are used to help govern the organization:

- i. Bylaws
- ii. Board and Committee Roles and Responsibilities
- iii. Fund Development Plan
- iv. Conflict of Interest Policy
- v. Accountable Reimbursement Policy
- vi. Board Attendance Policy
- vii. Anti-Discrimination and Harassment Policy
- viii. Communications and Social Media Policies
- ix. Employee and Volunteer Handbooks (including Confidentiality Agreements)
 1. Background checks for all volunteers working with youth
- x. Property, General Liability, Directors and Officers (D & O) Insurance