

She Matters Foundation Charter Executive Management Board



General data

She Matters Foundation
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Chamber of Commerce	69389519
RSIN	857856613
Bank account	NL54INGB0008100003
Website	www.shematters.nl
E-mail	info@shematters.nl

Statutory information

Incorporation date

11 August 2017

Statutory aim

Strengthening the position of female refugees and migrants the realization of their human rights, and the attempt to achieve gender equality, everything in the broadest sense of the word.

Foundation set-up

Non-profit organization

Source of Income

Subsidies, donations, revenues from activities by inheritance, legacy or in any other way obtained.

Use of income

> 90% to the statutory aim

Liquidity proceeds

Any liquidation proceeds are destined to be used for one or several good causes determined by the board members that share similar goals.

Purpose of the Executive Board

The Executive Board shall provide oversight responsibilities related to the foundation's long-terms goals.

Authority

The Executive Board of She Matters Foundation is established under Article 4 of the Articles of Association.

Executive Board members

1. The Executive Board will include a maximum of three members, which include a Chair, Treasurer and Secretary;
2. The Executive Board elects a Secretary and Treasurer;
3. The term for Executive Board members is defined as follows:
 - Chair : indefinite term
 - Treasurer : 2 years
 - Secretary : 2 years
4. The appointment of an Executive Board member is decided by 2/3 majority vote;
5. The cancellation of an Executive Board member is decided at the conclusion of his/her term, death, declaration of bankruptcy, application of moratorium, subcurate appointment, dismissal by the court, or by 2/3 majority vote.
6. Each Executive Board member will be profiled on the foundation's website.

Operations

1. The Executive Board will meet with such frequency as it may be determined, provided that reasonable notice has been provided to all Board members. Meetings may be held in person, by teleconference or by other electronic means that allow appropriate participation by all members.
2. The Chair of the Executive Board will preside the Executive Board meetings.
3. All decisions by the Executive Board (apart from appointment and dismissal) are to be taken by two board members together, of which the Chair is one.
4. Minutes of all meetings shall be retained and made available to all members.
5. The Executive Board may invite the Advisory Board or any of its members to attend an Executive Board meeting, but such persons will not have voting power and will not be held as an Executive Board member.

Foundation's policy

The foundation's policy is laid down in a policy plan. This policy plan is updated and revised regularly (yearly or every two years). Each new version of a policy plan is effective when approved at the annual meeting. The policy plan contains an annual plan and an annual budget.

She Matters Foundation

Charter Executive Management Board



Responsibilities if the Executive Board

1. Act with full authority of the Executive Board between Executive Board meetings, subject to statutory and Board-imposed limitations on committee action.
2. Adopt and implement a multi-year policy plan, which outlines the work of the Foundation, fundraising activities and asset management.
3. Provide a sounding board to the Executive Board and serve as a source of ready advice on operating and personnel matters.

Responsibilities individual board members

Chair

- Has general management of the foundation;
- Consults with official bodies;
- Manages the Executive board;
- Is the first point of contact for the Executive Board members and for the Advisory Board members;
- Defines the agenda together with the secretary;
- Conducts Executive Board meetings;
- Ensures that decisions are made in accordance with the law;
- Prepares and concludes a policy plan for the foundation in consultation with the treasurer and secretary;
- Coordinates and directs activities;
- Ensures that board members perform their duties in a good way.

Treasurer

- Ensures the continuity of the financial administration in close consult with the external administration firm and in accordance with the Guidelines for foundations 650;
- Assists in the preparation of the Annual Report and the Report of the Executive Board;
- Manages the cash, bank account and prepares payments together with the Chair;
- Prepares the foundation's budget in line with the policy plan, including a risk mitigating paragraph;
- Assess whether expenditures and declaration incurred fall within the budget and within guidelines set by law for an ANBI foundation;
- Actively and structurally informs the board with financial data, deviations on budgets, and other financially important aspects;
- Archives financial data and reports;
- Maintains contact with donators and sponsors, together with the chair.

Secretary

- Creates and timely distributes the agenda for board meetings;
- Makes minutes of each meeting stating the important details of the meeting and of the decisions made;
- Assists in the preparation of the report of the board in the annual report;
- Creates and maintains an up-to-date board planning calendar outlining matters to be on the board's agenda over the course of the year;
- Oversees the Association's incorporation and charitable registration status (ANBI) and the facilitation of all annual filings of required reports and information;
- Manages external correspondence and ensures that requests made of the Board, or relevant to the governance of the Association, is reported and responded to in a timely manner;
- Archives all minutes and other legal documents in a way that it is visible for the board;
- Assists in the preparation of documents for official bodies and for donation requests and other reporting.

Cancellation

1. An Executive Board member can be expelled if he/she has caused or would have caused damage to the foundation through improper management and the director can be seriously blamed for this.
2. An Executive Board member can be expelled if he/she has missed more than half of the number of registered meetings between two annual meetings. This rule does not apply to board members who live abroad and who perform work for the foundation on account of their position in or around their place of residence.

Remuneration

1. The members of the Executive Board receive no remuneration for their work with the exception of expenses, which will be reimbursed.
2. Examples of expenses include transportation costs, stamps, ink cartridges, paper and other costs incurred in relation with the management function.

Final provisions

1. In cases not provided for by law, the Articles of Association and these internal regulations, decisions are taken by the Chair;
2. Requests for a copy of the Article of Association can be retrieved by sending an e-mail to the foundation's secretary.