

# *Financial Services Coalition - Puget Sound Charitable Foundation*



## ***FSC-PS Charitable Foundation***

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Seattle, WA 98104

Email: [foundation.executive@fsc-ps.org](mailto:foundation.executive@fsc-ps.org)

Website: [www.fsc-ps.org](http://www.fsc-ps.org)

June 26, 2018

The ***Financial Services Coalition-Puget Sound Charitable Foundation*** will hold election for the Officer positions of President, Vice President, Secretary, and Treasurer at their regular scheduled board meeting **June 26, 2018**. The election will be held at The World Trade Center, 2200 Alaskan Way, 4<sup>th</sup> Floor Boardroom, Seattle, WA, which is the location of the regular scheduled Foundation board meeting.

Following is a package of information containing:

- 1) Election Procedures
- 2) 2018 Slate of Candidates
- 3) Official Candidate Questionnaire
- 4) Consent to Nomination Form

If you are interested in becoming an Officer or Director of FSC-PS CF, please complete the Official Candidate Questionnaire and return to the Foundation office or email to [foundation.executive@fsc-ps.org](mailto:foundation.executive@fsc-ps.org) with a copy of your Resume no later than **June 26, 2018**. You must be present at the UFSC-PS Chapter Annual General Meeting (or make prior arrangements with the Foundation Board) in order for your name to be entered into nomination. A copy of the FSC-PS Charitable Foundation By-Laws will be sent to you upon request. Board positions are elected to a two-year term. Officers and Trustees assume office effective September 1st of the year they are elected. *Please note: The current (Incumbent) Officers and Directors who will stand for re-election are requested to complete the Consent to Nomination Form.*

Please contact [foundation.executive@fsc-ps.org](mailto:foundation.executive@fsc-ps.org) , if you need additional information.

Sincerely,

Lizzie L. Martinez Alvarez  
Financial Services Coalition – Puget Sound Charitable Foundation  
Executive Director

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## **FSC-PS Charitable Foundation Election Procedures**

### **Mission**

The FSC-PS CF (Foundation) provides support to the Urban Financial Services Coalition- Puget Sound Chapter by funding financial, professional development and education programs, as well as community and economic development programs for under-served individuals and communities.

The Foundation also supports community organizations and programs, offers scholarships to individuals, and funding to efforts aimed at promoting minority business, entrepreneurship, and economic development programs external to the UFSC organization.

### **Goals and Objectives**

The objectives of this Corporation shall be, to engage in any lawful act or activity such as any corporation organized under the Section 501(c)(3) of the Internal Revenue Code. Specifically, the objectives of this Corporation shall be:

- To promote economic development and provide technical, educational, and advisory assistance to economically disadvantaged communities.
- To provide scholarships to college bound and active college students from economically disadvantaged communities and LMI households who have expressed an interest in the financial services industry.
- To help educate and inform youth about the employment opportunities available in the financial services industry.

### **About Us**

The Financial Services Coalition – Puget Sound Charitable Foundation (FSC-PS CF or Foundation) was established in 2008 to support the education and community activities of the Urban Financial Services Coalition – Puget Sound (UFSC-PS) Chapter as the primary source of scholarship funds and community grants for the organization with the objective of encouraging and assisting professionals of color in entering and advancing their careers in the financial services industry. The Foundation is a 501(c)(3) corporation and an independent body of the UFSC-PS Chapter. The purpose of the Foundation is to provide programs through the UFSC-PS Chapter and other venues to reach out to the general community in the areas of:

- Financial services educational programs to promote personal development including financial literacy, credit counseling, technical assistance, first-time homebuyers, home maintenance counseling, and financial planning;
- Financial assistance programs that serve LMI households, that promote community services and economic development, and/or that support stabilization/revitalization activities within local communities of color;

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- Financing/lending, access to capital, and technical assistance programs to help minority small business owners and entrepreneurs initiate, enhance and expand culturally diverse ownership, capital formation and market opportunities.

## **Board of Directors**

The Executive Board of Directors of the Foundation shall consist of no fewer than four (4) Directors including the officers President/CEO, Vice President, Treasurer and Secretary. Additionally, the Board may include up to three (3) UFSC-PS Chapter non-voting cross-board members in good standing as well as three external directors.

## **Roles & Responsibilities**

The fiduciary responsibility of the Board of Directors of the Foundation is to assist the Foundation officers in overseeing the financial health and direction of the Foundation by ensuring adherence to the mission and purpose, creating fundraising opportunities, which will contribute to the Foundation's bottom line, maintaining strong ethical standards, respecting other board members, enhancing the public image of the Foundation, and recruiting other volunteers. In addition, the Board of Directors is required to adhere to the following:

- Attend all Foundation Board and UFSC-PS Chapter Business/Planning (AGM in May and Annual Board Turnover in August) meetings, including participation in tele-conferences.
- Actively participate in the strategic and tactical planning of the Foundation
- Vote (except the President) on Foundation policy and program issues
- Serve as a resource of knowledge and counsel to the Foundation officers, committees, other board members UFSC and the community
- Assist the Funds Developer in locating and developing funding sources for the Foundation
- Review and respond to all action and information requests from the officers of the Foundation
- Contract an Executive Director to serve as a liaison between the Foundation Board and UFSC-PS Chapter Ad Hoc Committee Chairs

## **Candidate Eligibility, Requirements and Responsibilities**

Candidates for the Board of Directors are required to submit a statement of qualifications and Consent to Nomination Form. The statement should include biographical information, positions held within UFSC-PS or other national organizations and relevant non/profit or foundation experience. Any UFSC candidate for the Board of Directors of the Foundation must be a UFSC member in good standing and have been active in UFSC for a minimum of one calendar year. Officers of the FSC-PS CF that are members of UFSC-PS Chapter must have served in a leadership role for at least one term unless qualified by the Corporate Advisory Board Nominations Committee.

## **Election and Term of Office**

The Directors and Officers of the Foundation shall be elected by the current Board members at the regular June meeting of the Foundation and shall assume office on September 1<sup>st</sup> of the same year. If the election shall not be held at such meeting, such election shall be held as soon

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thereafter as conveniently may be scheduled. New offices may be created and filled at any meeting of the Board. Each officer shall hold office for a period of two (2) years or until his successor shall have been duly elected and shall have qualified. The President and Secretary shall be elected on even numbered years (i.e., years divisible by 2) and the Vice President and Treasurer shall be elected on odd numbered years.

## **Officers**

The officers of the FSC-PS CF shall be President, Vice President, Secretary, Treasurer, and such other officers as may be elected in accordance with the provisions of the By-Laws. Any two or more offices may be held by the same person, except the offices of the President and Secretary. Officers of UFSC-PS Chapter shall not hold an office within the Foundation.

*Note: The use of the masculine gender shall be deemed to include the feminine gender and the use of the singular shall be deemed to include the plural, whenever the context so requires, and vice versa.*

**President and CEO:** The President of the Foundation shall in general supervise and control all of the business and affairs of the Foundation. He shall preside at all meetings of the Executive Committee of the Foundation. He may sign, with the Secretary or any other proper officer of the Foundation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by the Bylaws or by statute to some other officer or agent of the Foundation; and in general he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

**Vice President:** In the absence of the President, or in event of his inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have the powers of and be subject to all restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

**Treasurer:** The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Foundation; receive and give receipts for moneys due and payable, deposits in the name of the Foundation in banks, trust companies or other depositories as shall be selected in accordance with the provisions of the Foundation Bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

**Secretary:** The Secretary shall keep the meeting minutes of the Board of Directors in one or more books provided for that purpose. The Secretary shall:

- See that all notices are duly given in accordance with the provisions of the Bylaws or as required by law.
- Be custodian of the Foundation records and of the seal of the Foundation and see that the seal of the Foundation is affixed to all documents, the execution of which on behalf of the

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Foundation under its seal is duly authorized in accordance with the provisions of the Bylaws.

- Keep a register of the post office address of each Director which shall be furnished to the Secretary by such Director and in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

**Director:** The Director shall serve as a resource of knowledge and counsel to the Foundation officers, committees, and other board members. Directors are expected to attend all Board, business and planning meetings, including participation on conference calls and actively participating in the strategic and tactical planning of the Foundation. The Director is expected to assist in locating and developing funding sources for the Foundation and review and respond to all action and information requests from the officers of the Foundation.

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## **FSC-PS Charitable Foundation Slate of Candidates 2018 - 2020**

- President and CEO:** 1) Interim Lizzie Martinez Alvarez  
2)
- Vice President:** 1) Adam Khan  
2)
- Treasurer:** 1) Jackie Cannon
- Secretary:** 1) Vacant
- Office Staff and Support**
- Outsourced Accountant 1) Jeffrey Levell, Count On That, LLC  
Independent CPA 2)  
Info Systems Mgr 3)  
Outsourced Webmaster 4) Cheung Vong, Incorp Media  
Volunteer Coordinator 5) Ima Shamar  
Corporate Advisors 6) Joe S. Greene, Sr., Ajay Grewal, Jerry Scowcroft, Michael  
Gartrell, Jr.
- Office Manager 7) As needed basis and when funded
- Directors:**
- (3 external) 1) Executive Director – Yoyo Wu  
2) Fund Development Director - Paublo de Amico  
3) Program Director – Vacant
- UFSC Cross -Board:  
Members 1) UFSC President – Sam Hassan  
2) Scholarship & Mentoring Committee Chair – Vacant  
3) Treasurer – Vacant
- FSC-PS CF Founder Ajay Grewal, Co-Founder Andrew Ghim

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**FSC-PS CF Official Candidate Questionnaire for the Office of:**

\_\_\_\_\_

**Section A: Biographical Information**

Name: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Official Title: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**Section B: Qualifications**

1. List all UFSC or FSC-PS CF offices held and respective dates:
2. List all committees on which you have served for the UFSC and your local chapter. Indicate those committees in which you served as chairperson:
3. List awards and significant contributions for UFSC and your local chapter, if any:

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## **FSC-PS CF Official Candidate Questionnaire**

### **Section C: Qualifications - Other**

1. List all Board positions held and respective dates:
2. List all committees on which you have served and indicate those committees in which you served as Chairperson:
3. List any special skills and/or experience you have obtained that would be beneficial to this organization.
4. List any awards received during the past five years:
5. Briefly state why you would like to become an Officer, Director or Trustee of FSC-PS CF:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Send all forms to the address below and/or email by June 1, 2018:**

Financial Services Coalition-Puget Sound Charitable Foundation  
701 5<sup>th</sup> Avenue, Suite 4200, Seattle, WA 98104  
[foundation.executive@fsc-ps.org](mailto:foundation.executive@fsc-ps.org)

**For Internal Use Only:**

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Received By

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**CONSENT TO NOMINATION FORM**

I, \_\_\_\_\_, do hereby consent to have my name entered into the nomination for the office of \_\_\_\_\_ by the Secretary of the FSC-PS Charitable Foundation. If I have not previously submitted a Biographical Profile or Resume. I will submit one to the Secretary of the FSC-PS CF prior to the Annual Election.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date