

	<b>Policy &amp; Procedure for Disaster Relief &amp; Member Support</b>		
	<b>Version:</b>	<b>Effective Date:</b>	<b>Approved by:</b>
	2.0	11.29.23	ROC Association Board of Directors
	<b>Expiration Date:</b>	<b>Policy Owner:</b>	<b>Policy Contact:</b>
Not Applicable	ROC Association	Board President	

**PURPOSE**

As a member association, ROC Association is committed to demonstrating by its actions, the promise of “Better Together”.

The purpose of this policy is to establish a consistent practice and procedure for reaching out to member ROCs, and, when appropriate, to individual ROC leaders and their family members, when a community tragedy, natural disaster, severe hardship, or other similar incident occurs. The Association will, to the best of its ability, acknowledge and offer sympathy and support, and, when appropriate, a financial contribution or token of recognition.

ROC Association wants to support member ROCs in their time of need and to be fair, equitable, and consistent.

**General Guidelines:**

**a. Eligible uses:**

- i. Community tragedy (fire, accident, unexpected death of a Board member, etc.)
- ii. Natural disasters (flood, hurricane, tornado, storm, etc.)
- iii. Severe hardship (for instance, a major employer closes putting multiple ROC members out of work)

The Board will consider each situation individually and determine eligibility as circumstances require. The Board will review the activity of The Fund annually and revise this policy and procedure as it deems appropriate.

**b. Budget –**

The Association will create a separate line in their financial statement – The Disaster Relief & Member Support Fund (“The Fund”).

- The Fund will initially be capitalized at \$100,600.
- \$50 from each new membership fee, as currently paid to ROC Association by ROC USA at the time a ROC purchases its community, will be placed into the fund at YE during the budgeting process.
- The ROC Association Board will review the activity and remaining balance of the Fund in conjunction with the annual budgeting process and adjust as needed.
- It is ROC Association’s intention to fundraise for this fund in the future.
- In August 2023, the ROC USA Board of Directors voted to donate \$100,000. to the Fund. There are no restrictions attached to that donation. ROC Association

will accommodate donor restrictions on future donations as determined at the time.

- Management and investment of The Fund will be handled by ROC USA and overseen by the Association Board.

**c. Maximum expenditures:**

In general, the Association will adhere to the following maximum expenditures:

- i. Flowers, Gift Cards, Gift Baskets, plaque or framed statement of recognition and appreciation \$150.
- ii. "Go Fund Me" or other recovery campaigns: \$2,000.

The Association Board reserves the right to consider each situation individually and make exceptions to these maximums when it determines the circumstances justify it. The Board will review the activity of The Fund annually and revise this policy and procedure as it deems appropriate.

**d. Notice:**

- i. Association will build into their Communication Strategy an expectation and a method for peer sharing and/or receiving notice of major events occurring at ROCs and for ROC members (i.e. Facebook network, Media monitoring, Slack, request to ROC USA staff, CTAP staff, and ROCs themselves to notify the Association of incidents of tragedies, natural disasters)

**e. Process & Procedure:**

- i. When notice of a tragedy, disaster, etc. is received, either by staff or Association Directors, ROC Movement will send out an email to all Directors with a request for instructions as to a card, a contribution, and/or a gift.
- ii. Any two Directors can authorize a standard message and standard card be sent.
- iii. Approval by all three Directors will be needed for a gift or contribution to a recovery fund.
- iv. ROC Movement staff will keep a stock of ROC Association note cards on hand for use as Sympathy, Recognition, Thank you, and/or Congratulations cards.
- v. Any emails of sympathy, recognition, or to accompany a gift or contribution will be sent from the ROC Association email address and will include all Directors e-signatures.
- vi. ROC Movement staff will draft and Directors will edit and approve a standard message to:
  - ROC Board when a community tragedy or natural disaster occurs;
  - ROC Board when a current Board member dies;
  - ROC Board when a previous Board member or known ROC leader/volunteer dies;
  - The spouse or family who have experienced a loss or tragedy.
- vii. Contributions to a recovery fund:
  - ROC Association will only consider contributions to a recovery fund for a family or individual through a third-party, official fund ("Go Fund Me", a

non-profit, church/temple/mosque, or civic organization - sponsored fund).

- viii. ROC Movement staff will inventory notices/requests/recommendations for acknowledgement and will also inventory the responses and gifts and donations.
  - Use of Monday, Sales Force or Excel will be determined.
- ix. ROC Movement staff will report to the treasurer monthly.
- x. The Treasurer will monitor and report monthly to the Board.

**f. Accounting Process & Procedure:**

- i. Given the need to fit within ROC USA's accounting and budgeting procedures, ROC Movement EVP will confer with the Association Board to estimate how much the Fund will expend in the next year and that amount will be reflected in ROC Movement's and ROC Association's budgets.
- ii. As referenced above, the accounting of \$50 from each new membership fee, as paid to ROC Association by ROC USA at the time a ROC purchases its community, will be accounted at year's end during the budget preparation cycle rather than on a per transaction basis.
- iii. Once the Board decides on a contribution or recognition expenditure, ROC Movement EVP will follow ROC USA procurement policies to expedite payment or purchase.
- iv. Any manual adjustments to the Association's monthly financial reports will be addressed as necessary.

**g. Publication and Confidentiality:**

- i. Publication of recognition or gifts to individuals will be limited to a summary of The Fund's activity, with no identifying information.
- ii. Donations to member ROCs or to public recovery funds will be publicized through ROC Associations communications unless confidentiality is requested.
  - ROC Movement or Communications staff or Association Directors will ask for and document permission to publicize when individuals are involved.
- iii. The Treasurer will prepare an annual report for the Association in advance of the Annual Membership Meeting and for the ROC USA Board of Directors as needed, but no less than once per year at the December or January Directors meeting.

**h. Conflict of Interest:**

- i. Association Directors will follow the ROC USA Board of Directors' Conflict of Interest Policy and will recuse themselves from any decisions involving their own ROCs or members of their ROCs.

**i. Amending or Rescinding:**

- i. This policy and procedure can only be amended or rescinded by a vote of the Association Board.