

Greater Lansing Catholic Education Foundation

Disbursement Committee Charter

Approved September 10, 2008

Purposes

The Disbursement Committee (Committee) ensures proper distribution of all restricted funds held by the Greater Lansing Catholic Education Foundation. Additionally, the Committee oversees the staff administration of the tuition assistance grant process.

Committee Membership

The Chair of the Committee shall be a member of the Board of Trustees. Additional trustees may join as Committee members. Additional members may be sought from the Catholic community in the Lansing Region. The size of the Committee is at the discretion of the Committee Chair.

Committee Meetings

The Committee shall meet as needed (including through electronic communication) to conduct its business.

Key Responsibilities

To fulfill its purposes, the Committee shall:

1. Monitor annual disbursements from all restricted funds and [create and then] make recommendations to the Board for improving disbursements policies and procedures
2. Oversee the annual process for tuition assistance grants, including preparation of a final report to the Board that includes recommendations for future years.
3. Receive and review follow up reports from recipients of restricted funds.