Mona Foundation
Guidelines for Regional Chapters

Mona Foundation Regional Chapters are established to advance the goals and objectives of the Mona Foundation and enhance its capacity and infrastructure for growth in support of our adopted projects. The regional Chapters are the Foundation’s regional agencies and as such are governed by the following guidelines:

• A Chapter will be established in an area where a strong nucleus of Mona Foundation supporters already exists, and at which a core team of supporters have demonstrated their commitment and support of the Foundation's goals through a variety of activities.

• Each regional Chapter will be called, “Mona Foundation (Name of the Region) Chapter

• Each Chapter will be guided by the same mission, guiding principles, goals, objectives and all other policies of the Mona Foundation reflected in its legal documents including Mona Foundation Handbook and as outlined by the IRS code for 501(c)(3) organizations including adherence to all necessary accounting procedures that assure legally binding accountability and transparency.

• The Chapter will have a Director, or Directors, appointed by the Board of Directors of Mona Foundation and will hold the responsibility of overseeing the activities of the regional Chapter focused on three primarily areas:
  o Educating the public about the work of Mona Foundation and “learning about social and economic development,”
  o Involving the youth and children in service and philanthropy, and
  o Strengthening the human and financial resources of the Foundation.

• The Director works with the core team, or founding members, selected by the Director(s) or from the list of those already supporting the Foundation, to devise an annual plan for the Chapter, outlining its scope of activities and fund goal for the year in support of the Mona Foundation’s adopted projects.

• The Regional Director(s) are responsible to the Board of Directors of Mona Foundation. They work directly with the President and the CEO and through them with the Foundation’s Executive Committee to consult about their annual plans, or confirm major directional decisions.

• The Director(s) meets with the Board of Directors’ Executive Committee annually to participate in the planning consultations. The Director(s) provide the Foundation with the following reports:
  o An annual plan to be reviewed for coordination of all activities across regions
  o By-annual report of activities including fund raising events
  o End of the year summary report of highlights, lowlights, and learnings