

**Hill-Snowdon Foundation  
Trustee Handbook  
Policy Document**

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This document represents all standing policies that have been developed since the year 2000. It presents long-term policies as well as short-term (action-oriented with specific timeframe attached) policies that have not yet been completed. (Note: all short-term (ST) policies are designated as such.) As short-term policies are attended to they will either become long-term policies (and be reflected as such in this document) or will be removed from this policy document to the expired policy document.

**EXECUTIVE POLICIES**

I. Mission

The Hill-Snowdon Foundation envisions a fair and just society for low-income families, particularly youth of color and no-and low-wage workers. Our mission is to:

Work with low-income families and communities to create a fair and just society by helping them develop the capacity and leadership skills necessary to influence the decisions that shape their lives. We believe that it is essential for people to proactively define the type of society in which they want to live and then work collectively to achieve this vision. HSF seeks to accomplish this mission by providing grants to organizations that work directly to build the power of low-income families; leveraging our and others' resources; and promoting opportunities for learning and growth.

*Approved November 2005*

II. Membership

The Board elects the following trustees:

Richard Snowdon  
Edward Snowdon  
Margot Snowdon  
Andrew Snowdon  
Elizabeth Snowdon  
Ashley Blanchard  
Ariana Snowdon\*

*Approved July 2004  
\*Modified November 2008*

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III. Executive Officers

The Board elects the following Executive Officers:

Ashley Blanchard, President  
Margot Snowdon, Vice-President  
Dick Snowdon, Secretary/Treasurer

*Approved May 2008*

IV. Committees

*Executive Committee*

Executive Committee description:

The Executive Committee shall be comprised of the President of the Foundation and the chairs of other Committees. The Executive Committee provides oversight and direction to the activities of the Foundation and, when necessary, makes decisions about issues delegated to the Executive Committee between meetings. The Executive Committee is responsible for the hiring, support and oversight of staff and consultants to the Foundation. For executive staff, an evaluation will be conducted by the Committee on an annual basis. One Committee member is designated as the primary liaison for executive staff.

*Approved January 2004*

Executive Committee members:

Ashley Blanchard, President and Staff Liaison  
Margot Snowdon, Chair of Grantmaking Committee  
Richard Snowdon, Chair of Finance Committee

*Approved July 2004*

*Grantmaking Committee*

Grantmaking Committee description:

The Grantmaking Committee is responsible for developing grant guidelines, including the scope of Foundation grants both geographically and in terms of areas of interest. The Committee develops grant applications and policies and procedures for accepting, reviewing, and selecting grant applications. The Committee is also responsible for evaluating the effectiveness of the Foundation's grantmaking programs.

*Approved March 2002*

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Grantmaking Committee members:

Margot Snowdon, Chair  
Elizabeth Snowdon  
Ashley Blanchard  
Ariana Snowdon\*

*Approved January 2004  
\*Modified November 2008*

***Finance Committee***

Finance Committee description:

The Finance Committee manages the fiduciary and regulatory operations of the Foundation. This Committee is responsible for recommending a budget, recommending changes to that budget, overseeing and reporting on Foundation spending relative to budget, reporting on grantmaking, overseeing the management of Foundation assets, and overseeing and reporting on required filings. The Committee ensures that the Foundation complies with the mandatory distribution rules, does not distribute to disqualified organizations, and complies with the public inspection laws. This Committee also takes on the role of the investment committee in larger foundations. It is responsible for managing the assets of the Foundation. It is responsible for developing investment guidelines, setting investment goals in accordance with the distribution goals of the Foundation, selecting an investment manager if necessary, monitoring investment results, and making changes to policies, goals and managers when appropriate.

*Approved March 2002*

Finance Committee members:

Richard Snowdon, Chair  
Elizabeth Snowdon  
Andrew Snowdon

*Approved July 2004*

**V. Succession**

The Board agrees that all direct descendents of Arthur B. Hill, who are at least 16 years of age, are eligible to join the Hill-Snowdon Foundation Board as non-voting members. At the age of 21, after serving for at least two years as non-voting members, such individuals become eligible for full voting membership, as long as they meet Board membership responsibility requirements (to be developed). Elections to the Board

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require a two-thirds majority vote and require the parent of the prospective member to recuse him or herself.

*Approved July 2004*

The Board adopts the Trustee Orientation Guidelines to detail the “Board membership responsibility requirements” referenced in the above succession policy. (See Tab 3)

*Approved October 2006*

VI. Trust Re-Statement

The Board adopts the Hill-Snowdon Foundation Trust Re-Statement dated June 16, 2005. (see Tab 3)

*Approved June 2005*

VII. By-Laws

The Board adopts the Hill-Snowdon Foundation By-Laws as amended June 2006. (see Tab 3)

*Approved June 2006*

VIII. Conflict of Interest Policy and Declaration

The Board adopts the Hill-Snowdon Foundation Conflict of Interest Policy dated July 2004 and agrees that each individual Board member will complete the Declaration of Conflict of Interest on an annual basis. (see Tab 3)

*Approved July 2004*

IX. Directors and Officers Insurance

The Board agrees to purchase and carry Directors and Officers Insurance for the Foundation and its officers and staff. (see Tab 3)

*Approved July 2004*

X. Policy Development

The Board agrees that policies can be recommended by staff, Board members, or Board committees. Staff and/or Board members can develop the recommended policies. Recommendations must be presented at annual or other specially called Board meetings. Decisions on policies are made by consensus, or if that is not possible, by majority rule.

*Approved July 2004*

As an update to the above policy, the Board agrees that the Finance Committee may make a recommendation by email to the full board and invoke a 72 hour response

requirement (similar to “business communications policy below) to expedite the decision-making process on time-sensitive financial and investment matters.

*Approved November 2005*

## **GRANTMAKING POLICIES**

### **I. Capital Campaign Grants**

The Hill-Snowdon Foundation capital campaign guidelines are approved as prepared by staff with the caveat that such contributions be capped at \$250,000 or 20% of the capital campaign (whichever is lower) and that there be a five-year waiting period before a group that has received funding can apply again. The Board also approves an internal criteria that the Foundation caps its capital campaign contributions at \$500,000 over a three-year rolling period.

*Approved March 2002*

### **II. Focus of Program Area Two**

Program Area 2 should support broad economic justice efforts for working families in economically depressed communities.

*Approved March 2002*

### **III. Proposals Put Forth by Family Members**

Hill-Snowdon Foundation will consider funding requests from Board/family members for specific projects or organizations to which they are connected if:

- The project furthers the mission and values of the Foundation and has a broad social value;
- Support for such projects does not adversely impact the Foundation's primary grantmaking programs; and,
- The project is not being undertaken to primarily benefit the family member(s) that is requesting support.

Any Board member making such a request must recuse him or herself from the vote. The vote must pass by a two-thirds majority of Board members; all requests over \$25,000 must be reviewed and approved at the annual meeting of the Board or a special meeting must be called and a quorum of eligible Board members must be present. Any person making such a request must submit necessary narrative and financial documentation to allow the appropriate review by Board and staff. Grants to organizations or projects fulfilling the above criteria will be made from a separate

allocation of funds, to be titled Special Projects, and will not come out the normal grants budget.

*Approved July 2004*

#### IV. Overview of Information on Grantseekers in Grant Dockets

A grid that includes key information on the groups recommended for support should be included in all dockets. Information would include: ratings from staff, ability of the organization to meet its goals, accomplishments, evaluation criteria, how the funds would be used, etc.

*Approved April 2003*

#### V. Multi-Year Grant Policy

Groups receiving multi-year grants must be determined to be an important regional anchor organization or intermediary; must have been funded by Hill-Snowdon one or two times; and, must meet at least three of the criteria set out below:

- Youth governance and leadership models;
- Institutionalization of curriculum and/or training approach to develop leaders on an ongoing basis and membership recruitment;
- Intergenerational agenda or alliance-building strategy;
- Policy impact or other systemic change potential; and,
- Organizational capacity and sustainability.

*Included in original Trustee Handbook, approval date not noted*

#### VI. Discretionary Grants

Each trustee has a designated amount (\$25,000 per year) for awarding discretionary grants. For each year's round of grantmaking, trustees have until the end of February of the following year to forward their grant recommendations for that year.

*The first part of the above policy is commonly agreed upon and included and approved in each annual budget; the second part of the policy was approved during the 2002 discretionary grants (telephone) meeting*

Trustees are authorized to roll over their discretionary balance once into the next fiscal year; at the end of that\* fiscal year any unspent funds go into the general fund.

*Approved during the 2002 discretionary grants (telephone) meeting*

*\* Modified November 2004*

#### **Note:**

**For more information on these policies, contact the Hill-Snowdon Foundation, (202)-833-8600.**

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VII. Small Grants Program

The Board agrees that the Opportunity Fund will be available for unforeseen expenses and not for meetings, conferences, etc. that could be planned and budgeted for.

*Approved November 2004*

Opportunity Fund grant eligibility will be limited to current grantees.

*Approved November 2004*

The Executive Director is authorized to award grants of \$5,000 and less under the small grants program on a monthly review cycle. Reports on small grant program awards and declinations will be submitted to the Grantmaking Committee on a quarterly basis and to the full Board on an annual basis.

*Approved by the Grantmaking Committee June 2005 and  
Accepted by the full Board November 2005*

VIII. Strategic Clarification

The Board adopts a draft Strategic Clarification plan which outlines the programmatic direction and strategy for existing and new program areas going forward. (see Tab 2)

*Approved November 2005*

IX. Rapid Response Fund

Up to \$100,000 of unused Rapid Response funds can be rolled over each year.

*Approved October 2007*

**OPERATIONAL POLICIES**

I. Business Communications

The Board agrees that all Hill-Snowdon business communications be conducted by email (unless another method is necessary), with an expected turnaround time of five business days. It is assumed that all recommendations presented in such correspondence stand, unless a response to the contrary is received by the sender within the prescribed time period. All such correspondence should be marked "response required in five days" and should identify the purpose of the correspondence.

*Approved January 2004*

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II. Personnel Policies

The Board adopts the Employee Handbook dated November 2005 as the personnel policies of the Hill-Snowdon Foundation. (see Tab 4)

*Approved November 2005*