

The Role of An Elector

Your role as an Oliver Smith Elector is primarily to learn about Smith Charities, publicize the gifts offered by Smith Charities in your town, and attend the annual meeting in May where you will elect a President and two Trustees to handle the monthly affairs of the charity, vote on the annual budget, and other business.

There is an annual meeting in May to which you will be invited when your Town notifies Smith Charities with your information.

I. Prior to the Annual Meeting in May:

Once Smith Charities has been notified of your election and given your contact information, you will receive a welcome packet including a welcome letter, a copy of Courtroom Crucible which tells the story of the Oliver Smith Will, a collection of flyers and applications to distribute, and a link to the on-line document repository. In the event that the notification of your being elected is received too late for mailing, you will be given the Welcome packet at the annual meeting.

- a. Contact Smith Charities and let them know you will be attending and confirm your contact information.
- b. Review the Welcome packet sent to you by Smith Charities

II. The Annual Meeting

As an Elector, your duties in the Annual Meeting include.

1. Electing the President who serves a one (1) year term with a compensation currently set at \$4,000.
2. Reviewing the finances of the organization
3. Electing the New Trustee to serve a two (2) year term (there is rotation by town such that each Town serves for two years but the Electors would vote to approve the Trustees from the Towns that are rotating into those positions. Each Trustee currently receives \$2,000 for a stipend each year.
4. Discussing and voting on motions offered by members of the body.
5. Bringing any concerns of their community to the body
6. Making recommendations to enhance outreach efforts.
7. If reviewed, accepting by vote the 990 Tax form prepared by the Accountant. (If not reviewed by a plurality or not yet provided by the accountant, Electors are expected to review it upon receipt and share their concerns prior to the filing of the 990.

III. During the Year

The most important work of the Elector is promoting the available grants and mortgages to their community.

The following are suggested ways to do this:

- a. Distribution of leaflets to town hall, guidance counselors, and postings to community electronic and physical boards (e.g., in libraries, churches, stores, etc.)
- b. Outreach to churches to inform them about gifts. Ask ministers and other religious leaders to tell brides and widows they may come in contact with about the gifts.
- c. Writing an article for your local paper, for the school newsletter, for church newsletters, etc. and include copies of the flyers.
- d. Writing an annual report for your town (if this is required by your town's governance structure, e.g., Amherst's Town Charter requires this).
- e. Other social media outreach could include creating a Facebook page, posting material on your town's website, posting on Instagram, adding announcements to school newsletters or asking them to print the Smith Charities beneficiary flyers, etc. The possibilities are endless and Electors are encouraged to get the word out in many ways.

IV. Other Business

- a. Electors should review all policies of the organization which include the WISP pertaining to the handling of confidential financial information, the Whistle Blower Policy, the Retention of Documents Policy, and Conflict of interest policy.
- b. All Electors must sign the form saying they have read the conflict-of-interest policy and they agree to abide by it.
- c. Review the minutes of the Trustee meetings periodically, join the monthly meetings if so desired.
- d. Suggest issues for discussion to the Trustees for any matters that should be dealt with prior to the annual Elector meeting in May.
- e. Any Elector may observe the monthly Trustee meeting and a zoom link is provided monthly to Electors for that purpose.
- f. Electors will be provided a handbook with important materials providing them with background on Smith Charities operations. This book will be provided to new electors at the Annual Meeting and Electors are expected to return their handbook when they are no longer serving as electors. Electors should review the contents of this handbook.
- g. Electors are encouraged to read the Massachusetts Attorney General's handbook for board member of Trustees found at this link: <https://www.mass.gov/doc/charities-guidance/download>