

**PENDER COUNTY PARKS AND RECREATION
RECREATION PARTNERS PROGRAM
2016-2017 GRANT APPLICATION**

**PLEASE COMPLETELY ADDRESS ALL ITEMS IN THE SPACE PROVIDED. IF NECESSARY,
USE ADDITIONAL SHEET(S).**

Organization: Willard Outreach Organization, Inc.

Mailing Address: 9955 NC HWY 11 Willard NC 28478

Contact Person: Clifton West Sr Title: President/ Chairmam

Email: cjforlife@hotmail.com Phone #: (910) 494-7233

Organization's Website address (if applicable) Pending

1. Provide a brief description of the organization's mission, goals and programs.

Willard Outreach Organization support the Willard Community Center which provide the surrounding communities of Northern Pender County (Willard, Watha, 421, Tatetown, Penderlea and Newkirk Chapel) areas with meaningful programs for the youth, senior citizen, families and neighbors without regard to race, color, class or creed. It is our hope to teach our community to rise and re-build our communities by providing programs that will help alleviate conditions and situations that contribute to poverty, criminal activity, teenage pregnancy and illiteracy.

2. What geographic area(s) do you serve?

Northern Pender County (Willard, Watha, 421, Tatetown, Penderlea and Newkirk Chapel)

3. Amount of County funds being requested for program(s) to be held July 2016- June 2017:

\$ 2500.00

4. Describe specifically how these County funds will be used within your organization. *(Must meet eligibility requirements and match the detailed budget in Question22).*

Purchase of Liability Insurance

Purchase supplies to be repaired and painted the basketball court

11. What recreational programs/activities does the organization provide? What ages, gender, etc. do these programs/activities serve?

- **Playground for Small Children**
- **Low Impact Aerobics(All ages)**
- **Zumba (All ages)**
- **Yoga(All ages)**
- **Core and Toning(All ages)**
- **Outdoors Sports Activities(All ages)**
- **Senior Citizen Services(Bible study, Sewing, Quilting, Fitness and wellness)**
- **Social Services programs for Seniors and Disabled (Home Energy Assistance Program)**
- **Community Events(All ages)(i.e. Fourth of July celebration, Black History Celebration, Turkey for the Holiday, Senior Citizen programs, Alumni celebration, Veteran Day Celebration, Woman Day Celebration, Men's Day Celebration)**
- **Tax Service for Low Income individual**
- **Scholarship program for the under-privilege(Geraldine Woodard Scholarship fund)**
- **Family Picnic Area**

12. What are the organization's participation policies?

All activities are open to the public without regard to race, color, class or creed.

13. Actual number of participants served **January 2015 – December 2015** 2000-3000.
Were any of these participants out-of-county? Yes X No If yes, how many? 200-300.

14. Projected number of participants to be served **July 2016 – June 2017**? 3000-5000.
Do you anticipate any of these participants out-of-county? Yes X No If yes, how many? 400-500

If your participant numbers increased or decreased significantly from last year/last season, please explain why this happened.

Increased in participation due to greater public awareness of services and activities offered at center

15. Does the organization charge a registration/program fee to participants? Yes X No
If so, how much is the fee for this year/season? \$ 10.00
Do you discount for multiple family members within the same household? Yes No X

To pay operation expenses (electricity, gas, water, security, telephone, internet services and other program as needs).

21. Describe any program development issues and/or trends that the organization has faced in the past couple of years and/or anticipates facing in the upcoming years.

Current economic situation has had an adverse effect on the organization ability to raise funds in the community.

22. The organization needs to *attach a detailed* (line-item) proposed budget for the fiscal year **July 2016 – June 2017**. It needs to include **all** anticipated sources of revenue (including County funds, Municipal funds, grants, donations, sponsorships, concessions, membership/participation fees, fundraising, etc.) and **all** anticipated expenditures. *You may use the attached form if needed.*

SEE ATTACHMENT 4 (proposed budget)

23. Does the organization have any paid staff other than umpires/referees (i.e. administrative, concession supervisor, scorekeeper, etc.)? Yes _____ No If yes, please list what position(s) is (are) paid and the salary paid.

24. If there is any information that you feel the Parks and Recreation Advisory Board and staff needs to know that was not addressed in the above items, please discuss below.

Willard Outreach Organization Inc. is looking at the possible of purchasing 10-20 acres of land adjacent to the current campus.

For the purpose of, creating a larger Ballpark and Recreation area for northern Pender County.

By using the following methods:

Through grants through the county and various agencies

Donations

Fundraising

The information on the Recreation Partners Program Grant Application submitted to Pender County Parks and Recreation on behalf of

(Organization's Name) Willard Outreach Organization Inc.

Is true and accurate to the best of **our** knowledge.

Curt West
Signature of President/Chairperson

5 March 2016
Date

Sara V. Johnson
Signature of Vice President/Vice Chairperson

5 March 2016
Date

Mary Margaret Mendi
Signature of Secretary

5 March 2016
Date

Lucy B. West
Signature of Treasurer

5 March 2016
Date

This must be signed by all of the above Board members!

If this signed affidavit is not turned in with your grant application then it must be turned in at your budget request review with the Recreation Advisory Board on March 10, 2016!!



205-01-01-00 02601 0 C 001 28 55 002
 WILLARD OUTREACH ORGANIZATION INC
 % NELLIE FIELDS TREASURER
 10171 NC HIGHWAY 11
 WILLARD NC 28478-7616

Your account statement

For 02/29/2016

Contact us



BBT.com



(800) BANK-BBT or
 (800) 226-5228

IMPORTANT INFORMATION REGARDING FUNDS AVAILABILITY

In efforts to constantly improve your experience as a valued client at BB&T, we are pleased to announce faster funds availability for checks deposited at the teller line and ATM. In general, all checks began receiving same day availability on January 4, 2016. Please refer to the end of your statement for disclosure information.

BB&T, Member FDIC.

■ COMMUNITY CHECKING [REDACTED]

Account summary

Your previous balance as of 01/29/2016	\$3,416.12
Checks	- 0.00
Other withdrawals, debits and service charges	- 389.55
Deposits, credits and interest	+ 630.00
Your new balance as of 02/29/2016	= \$3,656.57

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
02/12	PRENOTES PROGRESSENGYCARO 7315 WILLARD OUTREACH ORG I	0.00
02/17	CHECK CHRG HARLAND CLARKE WILLARD OUTREACH ORGAN	31.10
02/19	WATER BILL PENDER COUNTY GE 0102 WILLARD OUTREACH	31.78
02/22	SERVICE CHARGES - PRIOR PERIOD	4.00
02/24	DRAFTS PROGRESSENGYCARO 4315 WILLARD OUTREACH ORG I	72.66
02/24	DRAFTS PROGRESSENGYCARO 2315 WILLARD OUTREACH ORG I	250.01
Total other withdrawals, debits and service charges		= \$389.55

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
02/08	COUNTER DEPOSIT	295.00
02/22	COUNTER DEPOSIT	265.00
02/29	COUNTER DEPOSIT	70.00
Total deposits, credits and interest		= \$630.00

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: January 25, 2002

Person to Contact:
Richard Owens 31-00913
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
56-1518735

The Willard Outreach Organization
% Douglas E. Johnson
9955 Highway 11
Willard, NC 28478

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in March 1994, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Articles of Incorporation of Willard Outreach Organization

We, the undersigned natural persons of the age of twenty-one or more acting as incorporators for the purpose of creating a non-profit corporation under the laws of the state of North Carolina, as contained in Chapter 55A of the General Statutes of North Carolina entitled “Non-Profit Corporation Act”, and the several amendments thereto, do hereby set forth:

ARTICLE I

The name of the corporation is THE WILLARD OUTREACH ORGANIZATION.

ARTICLE II

The period of duration of the Corporation shall be perpetual.

ARTICLE III

The purposes for which the Corporation is organized are exclusively charitable, educational and scientific. More specifically, the purpose of this corporation is to promote through civic cooperation the social, educational, recreational and civic well-being of the northern sector of Pender County. To contribute as a body or group to the success, prosperity and positive development of our community, county and state. To help provide for and assist our youth and seniors in every way we can. To build a solid base or foundation so that there will always be THE WILLARD OUTREACH ORGANIZATION. To **“Reach out in every direction to help people that are in need”** – which is the motto of THE WILLARD OUTREACH ORGANIZATION.

A. The specific and primary purposes include but are not limited to the following:

- 1) To assist in the educational process for those citizens residing in and around the northern sector of Pender county through the institution and application of the following:
 - a. “The After School Study Program” This program is designed to meet the needs of those children who often come home to an empty house (Latch Key) where there is no one home to help them with their homework. Moreover it will meet the needs of those children who have no one at home who is capable of helping them with their homework.

10) All of the foregoing purposes shall be exercised exclusively for charitable and educational purposes in such manner that the Corporation shall qualify as an exempt organization under section 501c3 of the Internal Revenue Code of 1954 as it is currently and shall hereafter be in force and effect.

ARTICLE IV

The Corporation shall have members with limited voting rights as set forth in the BY LAWS.

ARTICLE V

Directors of the Corporation shall be elected as described in the BY LAWS.

ARTICLE VI

- A. The address of the initial registered office of the Corporation is Rt.1 Box 8 Watha North Carolina 28471, Pender County.
- B. The name of the initial registered agent of the corporation at the above address is Marcella Davis.

ARTICLE VII

The number of directors constituting the initial board of directors shall be nine(9) and the names and addresses of the persons who are to serve as directors until the first meeting of the Corporation or until their successors are elected and qualified are:

NAME	STREET ADDRESS	CITY OR TOWN
Douglas Johnson	Rt. 1, Box 27	Watha, NC
Marcella Davis	Rt.1, Box 8	Watha, NC
Nellie Fields	Rt. 2, Box 39	Willard, NC
Lucy West	Rt. 2 Box 46	Willard, NC
Marvin West	Rt. 2, Box 46	Willard, NC
Shirley Graham	Rt. 2,	Willard, NC
Walter Murray	Rt. 2 Box 47	Willard, NC
Eddie Murray	Rt. 2 Box	Willard, NC
Bernita west	Rt. 2 Box 97	Willard, NC

PURPOSE:

Section 1: The purpose of the Willard Outreach Organization, INC is as follows:

- a. Through civic cooperation and in a collaborative effort with The Region "P" Human Development Agency, INC of Onslow County. The Willard Outreach Organization, INC will take part in such educational activities as may be necessary or desirable for advancing the general welfare of the people in northern Pender County.
- b. To implement a series of programs and projects activities designed to alleviate conditions and situations contributing to poverty and the "cycle of property".
- c. To develop and implement a comprehensive program which will be designed to improve the social, economic, educational, health, emotional, moral and environmental aspects of the lives of all members of the families in northern Pender County.
- d. To focus the efforts of our organization, programs and projects on all families in northern Pender County without regard to race, class, creed or color of such families.
- e. To improve or enhance the living conditions of senior citizens living in northern Pender County through nutritional assistance, day care assistance and other support as needed.
- f. To provide for and facilitate the recreational needs of families and individuals in northern Pender County.
- g. To initiate and support team sport competition and encourage active participation of youth and adults of northern Pender county.
- h. To support and promote other community service non-profit organization in their community service endeavors, i.e. rescue squad & fire department.
- i. To assist in the remedial educational needs of families in northern Pender County through implementation of such programs as "READ" and "Adult Basic Educational Program" and "Tutorial Programs".
- j. To create a community support system to meet the needs of almost every aspect of life in northern Pender County.

Schedule for item 22 (Financial Data) Expense Section

VISION STATEMENT BUDGET YEAR 1993-1994

Proposed project for this budget year will be the refurbishment or asphaltting the basketball court at the Willard School site.

The project will be completed at an estimated cost of \$3000.00:

Cost of Material - \$2000.00

Cost of Labor - \$1000.00

VISION STATEMENT BUDGET YEAR 1994-1995

Proposed project for this budget year will be to renovate the old cafeteria building located at the Willard Elementary School site into a recreation center.

This project should be completed at an estimated cost of \$10511.00

Cafeteria Renovation Plan

A. Plumbing Contractor

1. Install 30 gallon hot water heater to supply 3 sinks (cost \$136.00).
2. Hook water supply from main building to cafeteria. (cost –Labor and supplies \$200.00)

B. Electrical Contractor

1. Check out existing electrical system (cost Labor \$50.00)
2. Install manual fire alarm (cost \$20.00) and fire extinguisher (cost 60.00).
3. Update existing panel boxes and necessary wiring/ receptacles as needed (cost of labor and supplies \$300.00).

DESCRIPTION OF SPECIFIC PAST, PRESENT AND PROPOSED ACTIVITIES:

Women of Tomorrow (WOT) are the girl's club segment of the Willard Outreach Organization, INC (WOO). The group has been a proposed part of WOO since its inception. The group has been a proposed part of WOO since its inception. The group is composed of girls who are residents of the seven (7) communities of northern Pender County which are the makeup of WOO. The group was activated when a director was selected in January 30, 1993.

The purpose of WOT is to instill in young woman a desire to be motivated, educated and successful women of the future. To alert them to some of the hazards and pitfalls that may confront them in life.

The director is given certain mandates as to how the girls club would be run and standards are set by the board of directors of WOO.

Activities and part of the mandates for WOT and MOT is as following:

"Lights of WOO" are selected from this group based on a set of accomplishments and demonstrated potential of the girls that attain such distinction. These girls will serve as mentors to the younger girls of WOT. "Big Sister" trainees will also be selected from this group. Another mandate given WOT director is called "Mustard Seed Development" where young girls are encouraged to start small enterprises which has developmental potential which will enhance and lead to their becoming "entrepreneurs"; "Speak to Me" requires that the directors permit professional guest speakers to talk with the girls on permitted subject matter periodically; "Send ME" is a community watch effort that encourages community involvement of the girls of WOT; "college Watch" prepares the girls for and encourage college enrollment.

Men of Tomorrow (MOT) are the boys club of the organization. MOT has basically the same mandates as WOT. Both MOT and WOT meet at the same center owned by the organization monthly and are supervised by their director. No requirements for involvement in these groups are placed. There are also no charges or fees to the participants. WOO supports the groups with time and funds as needed. Also both WOT and MOT participates in team sport activities and other recreations.

Seniors of Today (SOT) is our senior citizens club which meets the social support and other needs of seniors of northern Pender County. All senior citizens may participate. The director of this group also has mandates to develop activities suitable for this age group. They also meet monthly. There is no fee. WOO support this group with funds and time as needed.

ARTICLE III

AUTHORITY AND RESPONSIBILITIES

Section 1: The governing authority of this Organization shall be the board of Directors which shall:

- a. Exercise complete authority over the organization and all of its projects, programs activities, facilities and properties.
- b. Determine general policy and procedures designed to accomplish the purpose of the organization as set forth herein and in the Article of Incorporation.
- c. Approve the general concept and procedures of projects and activities to be conducted under its auspices.
- d. Approve budgets
- e. Periodically review, appraise and evaluate sponsored activities.
- f. Perform such functions and exercise such authority as are advisable and necessary to the operation of a non-profit organization.
- g. Receive and expand funds from grants, donations, fund raiser, gifts and services.
- h. To engage in such lawful activities which may be necessary or desirable with the aforesaid purpose.

Section 2: Composition, Selections and Terms of Office

The board of directors of the Willard Outreach Organization, INC shall be comprised of seventeen 17 members with a minimum of two (2) from each community in northern Pender County. One(1) public official or his designate, One(1) Senior citizen of Pender Representative, and one (1) Social Services Representative, one(1) representative from the Health Department, and one (1) representative from the board of education. The Executive Director and his/her staff shall serve at the pleasure of the Board of Director.

Additional number of member maybe approved by members of the Board of Director but shall not exceed twenty-five (25) members. All charter members of the Willard Outreach Organization Inc. will retain their office and authority incident to that office as well as director statues indefinitely.

- a. Executive Director and staff of the Willard Outreach Organization, Inc. shall demonstrate an exerted effort to reschedule not more than three (3) additional meetings utilizing available media and community announcements.
- b. The executive Director and staff of the Willard Outreach Organization, Inc. shall canvas throughout the target communities for persons eighteen (18) years of age or older to be placed on the ballot for consideration by the body at large. If elected he/she will serve as a Board of Director Member to represent the community in which he resides.
- c. A ballot shall be prepared and circulated to target communities for residents to vote and elect their community representative to serve on the Board of directors; the person with the highest number of votes shall be notified of the election. Ballots shall be maintained for three (3) years.
- d. The person(s) elected at the last tri-annual election shall retain his/her seat as a Board Member until the next tri-annual election.

All procedural details for the holding of the election for the purpose of electing board of director Members to represent his community shall be established by the Executive director and Staff of the Willard Outreach Organization, Inc., but such procedures so adopted shall not be inconsistent with these by-laws.

- a. The Directorial appointed by the board of Commissioners, Director of Seniors Citizens Services, Director of Social Services, Director of the health department and those appointed by each community may be removed by the organization appointed by each community may be removed by the organization appointed or selecting them upon (30) days written notice to the Chairman of the Board or the Executive Director of the Willard Outreach Organization, Inc. Members of the Board may be removed by the sitting Board of directors with 2/3 majority vote.

FAILURE TO SERVE

In the event any Board of Director member elected to represent his/her community or appointed by county heads or boards shall be absent at five (5) consecutive meetings of intention to be absent and obtain from the staff an excuse based upon reasonable justification, shall automatically lose his spot on the board . It shall be the responsibility of the Board of Directors to inform the body in writing of the vacancy and the vacancy so created shall be filled in the same manner by the same body which originally placed the representative to the seat. Such a representative will serve for the remainder or fractional part of the unexpired term.

ARTICLE VI

MEETING (BOARD OF DIRECTORS)

Section 1:

- a. **Triennial:** The triennial meetings of the Board of Directors shall be on the fourth Saturday in January of every three years for the purpose of electing members of the Board of Directors.
- b. **Regular:** The Board of Director shall meet at the principal office of the organization in Willard, North Carolina or an alternate place , meetings will occur on a bases as agreed by the Board of Directors beginning at the annual meeting in January and at such time as the Board of Directors may determine. All meetings are open to the public. Public notice of each meeting shall state date, time and place at which meetings is to be held. This information shall be given not less than ten (10) days before the date of the meeting.

NOTE: Public notice shall be a formal legal notice in one newspaper circulated within the community served by the organization. Other notices shall be posted in prominent places at the principal office of the organization and announced in the various community churches. Notice shall be sent to radio, television stations, to every member of the board of directors and to County Heads and Boards.

- c. **Special:** meeting of the Board of directors may be called at the principal office of the organization at the request of the Executive Director or on petition of twenty percent (20%) of the membership of the board. Such meetings shall be posted in the in the same manner as regular meetings. See paragraph (b) above.
- d. **Quorum:** Shall consist of one-half $\frac{1}{2}$ of the membership of the Board of directors unless otherwise stated by general laws or these by-laws. A majority vote of the Board Members present at a meeting at which a quorum is present shall constitute Board Action.
- e. **Proxies:** No proxies for Directors shall be allowed at meetings of the Board of directors.
- f. **Closure:** When necessary by a two-third ($\frac{2}{3}$) majority vote of the Board Members present, Board Members may go into a closed meeting for the disposition of business not suitable for public discussion.
- g. **Parliamentary Procedures:** Robert's Rules of Order, revised, shall be the final authority on questions of parliamentary procedure.
- h. **Secret Ballot:** Upon the motion of any Board Member and ratification of a majority of those Board Members present a vote shall be conducted through secret ballot.
- i. **Agenda:** There shall be a written agenda at each meeting
- j. **Time and Place:** Meeting shall be held at a time and place convenient to the communities.
- k. **Statement of Polices:** The following are the books, records and other classes of public information this organization this organization shall make available for public inspection and examination.

ARTICLE VII

OFFICERS OF THE BOARD OF DIRECTORS

Section 1: The officers of the Board of Director shall be a president, Vice President, Treasurer and Secretary.

- a. **President:** The president shall be the principal governing officer of the Board of Directors. He may sign with the secretary or any other proper officer of the organization authorized by the Board of Directors such documents as the Board shall authorizes to be executed, he shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors from time to time. He/ she shall also serve in concert with the Executive Directors of the Executive Committee. He/ She shall be ex-officio member of all committee of the organization. He/She with ratification of the Board of Directors shall appoint the Executive Director.
- b. **Vice-President:** In the absence of the President or in the event of his inability or refusal to serve, the Vice-president shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The Vice- President shall perform and be responsible for such other duties as from time to time may be assigned to him/her by the President or Board of Directors.
- c. **Treasurer:** The treasurer shall faithfully discharge his/her duties. He/ She shall have charge and custody of and be responsible for all funds and securities of the organization; receive and give receipts for any moneys due and payable to the organization from any source whatsoever and deposit all of such moneys in the name of the organization in such banks, trust companies or other depositories as shall be selected, in accordance with the provisions and articles of these By-Laws; and in general perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him/her by the President, Executive Director or by the Board of Directors. The treasurer may assign all or any part of his duties to the Executive Director. The Treasure will also be a member of the Executive Committee.
- d. **Secretary:** The secretary shall keep the minutes of the meetings of the Board of Director in one or more books provided for the purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the Organization's seal; keep a register of the address of the board of Directors which shall be furnished to the secretary by said members; and in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the president or the Board of Directors or Executive Director. The Secretary will also be a member of the Executive Committee.

ARTICLE VIII

COMMITTEES OF THE BOARD OF DIRECTOR

Section 1: Standing Committees:

- a. The President or Executive Director shall make appointments of the Board Members to the following standing committees and may appoint special committees as he/she considers it necessary or advisable.
- b. **Executive Committee:** The Executive Committee shall consist of the executive director, the Board of Director's, president, vice-president, secretary, treasurer, plus two (2) at large members. The at large members shall be elected by the Board of Directors at the annual meeting in January. This committee will act on special commitments and priorities in lieu of and in the absence of a Board Quorum. The Executive Committee shall be delegated the authority to act on some matters but the full Board may retain full authority on other matters.
- c. **Finance Committee:** The finance Committee shall review the organization's operations financial transactions and make detailed studies of the staff's proposed budgets, audit reports and fiscal matters. This committee shall also be responsible to organize fund raising functions and recruit sponsors to assist in building a strong financial base for the organization.
The Finance Committee (often called the Budget and Finance Committee) tasks are:
 - To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations (such as meaningful involvement by program directors), and on a consistency between the budget and the organization's plans
 - To report to the board any financial irregularities, concerns, opportunities
 - To recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
 - To work with staff to design financial reports and ensure that reports are accurate and timely
 - To recommend selection of the auditor and work with the auditor, unless there is a separate audit committee, and
 - To advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise.
- d. **Program Development Committee:** This Committee shall develop and organize programs and project activities for senior citizen, youth and adults which is designed to meet the nutritional, emotional recreational, educational, physical and health needs of senior citizens in northern Pender County.

The Program Committee is often comprised of board members who are most familiar with the approaches and operations of the organization's programs. (Some boards feel

cooperation efforts to implement the equal opportunity policy and Affirmative Action Plan and Program. Through a study and survey, identify specific problems to be resolved within a short and long range time frame. The Committee will develop and recommend to the Board of Directors specific goals and objectives that will eliminate any disparate effect found, as a result of the survey and study. This performance evaluation shall be submitted to Executive Director of the organization in the form of a recommendation. The Committee is responsible for identifying and securing resources that will enable all staff to become more proficient in the area of Human Rights, which will be recommended to the Executive Director of the organization for implementation. The Committee shall provide leadership for the organization in conducting a continuing campaign to eradicate every form of prejudice or discrimination based on race, color, religion, sex, age, national origin or political affiliation or belief, within the scope of the organization's operation. The committee will ensure that the composition of the Board of Directors fairly reflects the composition of the population of these communities. The committee shall utilize all of the staff and resources available to it to carry out its mission. The Committee is responsible for the on-site inquiry and status of contractors, vendors and supplies of services, visually ascertaining that they are Equal Opportunity Employers.

Section 2: Membership: All committee shall reflect the same composition as that of the Board of Directors as outlined in section three (3), Article IV of these by-laws and shall continue as such for one year, subject to the same restrictions as apply by the Board of Directors.

Section 3: Ratification: Any and all acts of any and all standing and special committee must be ratified by an Act of the Board of Directors at the next scheduled meeting of the body.

Section 4: Quorum: A simple majority of any committee shall constitute a quorum and any act of the majority of a committee at which a quorum is present shall constitute an act of that committee.

Section 5: Notice: Each member of any committee must be notified in writing of the time, date and location of such meeting at least five (5) days before the committee shall meet.

Articles of Incorporation of Willard Outreach Organization Inc.

Was last Review/updated on 30 August 2015

**Article VIII was the main focus of this Review/Updated
which was approved by the committee/board**

Clifton West Sr

President/Chairman

Willard Outreach Organization Inc.