

## 400.3 RELATIONSHIP MANAGEMENT RESPONSIBILITIES

### JOB DESCRIPTION FOR MEMORIAL FUND RELATIONSHIP MANAGERS

1. The job of relationship Manager for Memorial and Legacy Funds was created by the CREF Board as part of the Resolution for Memorial and Legacy Funds and reference should be made to that resolution for more details. The purpose of this job description is to add details to help those individuals who have been or may be appointed to act as a Relationship Manager.
2. A Relationship Manager should be appointed by the President of CREF as soon as it appears likely that donations may be made to an existing or proposed fund. The President of CREF should be encouraged to appoint a relationship manager even before any donations are made in order to allow the relationship manager to be in a position to meet with the family of a deceased Rotarian if there is a likelihood that a memorial donation will be made.
3. Upon appointment, the relationship manager should arrange a meeting with the CREF President, the Chair of the Permanent Fund Development Committee, and any other Rotarians who might have an interest in donating to a possible fund. Examples would be relatives, friends, and business associates of the deceased.
4. The relationship manager should be encouraged to meet with the person who is most likely to be a major contributor or spokesperson for the fund, and to explain what options are available for a possible fund. This should include details such as the \$25,000 minimum for named funds and what kinds of distribution purposes might be created for the memorial fund.
5. The relationship manager should actively promote additional contributions for the fund, including articles in the Rotator and Club announcements, but with recognition that it would not be beneficial to over promote this activity.
6. When the CREF Board has decided that a named fund will not be accomplished and decides to transfer the balance of funds to the unrestricted Corpus of CREF, the relationship manager should explain this to the sponsor(s) of the fund. Thereafter the relationship manager will have no further responsibility act as a manager for that particular fund.
7. So long as the Named Memorial Fund is in existence, the relationship manager shall report at least annually to the CREF Board as to the status of the Fund, but with quarterly reports for the first two years of the fund's existence. The major contributor or spokesperson for the fund shall receive a copy of any written reports by the relationship manager to the CREF Board. The relationship manager shall keep the Principal Sponsor informed on a periodic basis as desired by such Sponsor. The relationship manager shall have no responsibility to oversee the investments of the fund or the distributions from the fund, other than to advise the Board of any wishes of the major contributor or spokesperson for the fund.
8. The relationship manager shall insure that all gifts to the fund are recognized by CREF and that the CREF procedures for tax confirmations are given, as required, to donors to the fund.
9. The relationship manager may resign at any time and the CREF President shall immediately appoint a successor.