

Charter: Buchholz Friends Committee

- 1. Purpose, Role, and Function:** The purpose of the Buchholz Friends Committee (BFC) is threefold: a. Determine the benefits available to Joena Buchholz from her insurers; b. Identify and address probable uninsured financial gaps in Joena's care; c. Issue appeals for further funding.
- 2. Committee Composition:** The majority of the BFC shall consist of those who have known Herm or Joena through the University of Portland or Central Catholic High School. New members may be added by a majority vote of BFC members at any BFC meeting or by phone or email. BFC members will cease serving on the committee at the discretion of the member and/or the BFC.
- 3. Frequency of Meeting, Term of Membership, and Officers:** The BFC shall meet quarterly and shall elect a Chair, Vice Chair, Treasurer and Assistant Treasurer. The Treasurer and Assistant Treasurer shall serve as the Administrator and Co-Administrator of the Buchholz Family Fund (BFF) and The Special Needs Trust (SNT). Term of office shall be renewable every three years.
- 4. Executive Committee:** The Chair, Vice Chair, Treasurer, Assistant Treasurer, and one at-large member shall also serve as an Executive Committee and Advisor to the two Funds. The Chair will appoint the at-large member to the Executive Committee. The Executive Committee shall meet as needed to recommend action by the BFC.
- 5. Financing and Fund Raising:** The BFF and SNT will be the primary fund holding mechanisms. All funds in the BFF and SNT will be used to assist in funding the high priority needs of Herm and Joena that are not otherwise covered by insurance. Both funds will have individual tax numbers and accounts.
- 6. Dissolution:** In the event that either the BFF or the SNT is no longer needed to assist Joena or Herm, the BFF and SNT(subject to the terms of the trust) will be distributed to assist the children or grandchildren of Herm and Joena.
- 7. Amendments to Charter:** This charter may be amended by a majority vote at any BFC meeting or by phone or email.
- 8. Review of Charter:** This Charter shall be reviewed by the BFC at least once every three years.

Adopted: December 13, 2012; amended: January 16, 2013

Chair, Buchholz Friends Committee