

MADRID CULTURAL PROJECTS

PO Box 713, Cerrillos NM 87010

Forming a Committee with Madrid Cultural Projects

The Madrid Cultural Projects (MCP) is a 501 (c) (3) organization, with a mission to preserve and protect Madrid's historical structures and foster cultural projects. We support and promote community, provide for the arts, recreation and education, encourage youth projects and enhance the sustainability and economic viability of our historic town.

We accomplish this mission by supporting committees that are formed for specific projects, whether they be ongoing committees with a particular focus or short-term committees for one-time events. The MCP provides them a support structure that includes an engaged board of directors, monthly agenda-driven meetings, the distribution of meeting minutes to our entire membership, and tax deductible receipts for donations. In addition, our bookkeeper oversees the receiving of donations and distribution of checks, and our treasurer oversees the accounting required to balance our books while also providing accounting transparency and access for our respective committees and membership.

Each MCP committee must have a dedicated committee chair who agrees to the following responsibilities:

- Create a mission/vision statement for the committee (what is your purpose?)
- Set an annual budget for committee and work with Board to approve
- Budget an administrative fee for all deposited donations to committee (currently rated at 5%)
- Attend MCP meetings where agenda items are directly relevant to their committee
- Report updates and changes at meetings or to designated Board Liaison
- Work with bookkeeper for making deposits and getting reimbursement for approved expenses
- Track finances and reconcile accounts with the treasurer monthly for active projects
- Acknowledge contributors appropriately