

## Foundation Grants Committee Member

**Supervisor:** Foundation Grants Committee Chair

**Department:** Foundation

**Date Created or Revised:** December 2024

### Purpose

The Grants Committee (Committee) is a standing committee of the Gamma Phi Beta Foundation (Foundation) whose purpose is to provide advice and counsel to the Foundation Board of Trustees (BOT) regarding, and oversight of, applications and awards for grants including annual grants to the Sorority and Loyalty Grants. Loyalty Grants are defined as need-based grants available to Gamma Phi Beta members who are experiencing unforeseen, extreme financial challenges created by a health crisis, natural disaster or other unexpected life circumstances. Scholarship and fellowship awards do not fall under this Committee's scope of responsibility.

### Responsibilities

- Develop and make recommendations for the sorority grant request and Loyalty Grant application and award processes.
- Review annual communication plan for awards and donor acknowledgement.
- Recommend to the Board the amount and allocation of sorority grants.
- Award Loyalty Grants, as based on charter guidelines.
- Develop plans of action and assign responsibilities and timelines for completion of work.
- Set annual goals and objectives and evaluate Committee progress towards goal achievement.

### Expectations

- Attend Committee meetings occurring four times a year, and more often if necessary to complete the Committee's responsibilities.
- Review assigned grant applications within 72 hours; notify the Chair in advance of any time periods where a Committee member will be unavailable to review a grant application within the 72-hour time frame.
- This role requires three to five hours per month, on average.
- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteers.
- Complete Basic Fidelity volunteer modules and other required training.
- Understand and utilize Smarter Select in application of sorority grant and Loyalty Grant processes.
- Donate to the Gamma Phi Beta Foundation if able.
- Be a member in good standing by paying **annual international alumnae dues** or being a **Life Loyal** member.
- Annually sign a Confidentiality Statement and a Conflict-of-Interest Policy.

### Preferred Competencies and Experiences

- Analytical, thoughtful and objective in forming an opinion and making decisions.



- Prepared, thoughtful and respectful when taking in information and communicating with others.
- Contributes individually to creating a positive team dynamic.
- Basic knowledge of grant application and awards processes.

