

Foundation Grants Committee Chair

Supervisor: Foundation 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 excluding scholarship and fellowship awards. The Foundation Grants Chair (Chair) will be the liaison between the BOT and the Committee. The Chair will lead the Committee in the execution of its duties.

Responsibilities

Oversee Committee actions to include:

- Develop and make recommendations for the Sorority grant and Loyalty Grant application and award processes.
- Review annual communication plan for awards.
- Recommend to the BOT the amount and allocation of the Sorority grant.
- 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.

Additionally, the Chair will work with the Foundation Chair and Foundation staff to:

- Lead the Committee and subcommittees in responsibilities pursuant to charter.
- Develop an annual calendar of grants work for the Committee and the Foundation.
- Work with the Foundation's staff to maintain all grants files and processes for the Foundation.
- Schedule and chair all Committee meetings.
- Establish the agenda for each Committee and subcommittee meeting.
- Train new Committee members.
- Solicit input from Committee members on possible amendments to its charter at least annually. As appropriate, submit any proposed amendment(s) to the Governance Committee for review and submission to the BOT for approval.
- Provide leadership and direction to the Committee and any subcommittee in setting priorities, making assignments, establishing timelines, reviewing data and distributing information.
- Report periodically to the BOT on activities of the Committee and its subcommittees, with written reports provided in accordance with the meeting homework schedule.

Expectations

- Attend and lead Committee meetings occurring four times a year, and more often if necessary to complete the Committee's responsibilities.
- This role requires 10 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 Loyalty Grant process.
- Pay **annual international alumnae dues** or be a **Life Loyal** member. To check if you are in good standing, log in at GammaPhiBeta.org > Member > My Profile. On the first tab, if your paid-through date is blank or if the date is in the past, you have not yet paid this fiscal year. If you are Life Loyal, you have paid for life and are in good standing!
- Annually signs 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.
- Experience with or knowledge of grant administration such as application and awards processes.

