



The Women's Giving Circle Grant Committee Charter

Overall Roles and Responsibilities:

The Grant Committee is responsible for recommending grants from the Women's Giving Circle Fund of the Central Susquehanna Community Foundation fulfilling the needs identified by this committee. All members must adhere to the guidelines set forth in this charter.

Responsibilities:

The Grant Committee's specific responsibilities include:

- Annually evaluate amount available to grant based on the distribution guidelines set forth in the Women's Giving Circle Fund agreement and in conjunction with the Central Susquehanna Community Foundation's Spending Policy
- Annually plan and evaluate grant procedures including but not limited to; grant announcement, guidelines, application, review and evaluation processes
- Evaluate grant applications annually to make recommendations to the Women's Giving Circle Steering Committee
- Work collaboratively with the Steering Committee to unanimously make grant recommendations to the Central Susquehanna Community Foundation board for ratification
- Plan for regular evaluation of impact by grantees and analyze benchmarks and objectives for their programs

Meetings:

The Grant Committee meets as needed during the annual grant timeline; meetings include but are not limited to the following:

- Meet prior to grant announcement to review and edit grant procedures including but not limited to; grant announcement, guidelines, application, review and evaluation processes
- Meet as needed (a minimum of one time) to review and recommend grant decisions
- Attend events and participate as needed for presentation of grants
- Meet to review grant reports as needed

Attendance:

Grant Committee members must attend a majority of committee meetings throughout the year. Less frequent attendance could be cause for dismissal from the committee. The Grant Committee Chairperson will provide attendance information to the Steering Committee Chair.

Quorum: A majority of all Committee Members present at any convened meeting shall constitute a quorum of the Committee.

Members:

The first Grant Committee will be elected by the Steering Committee Members.

Grant Committee members must be members of the Women's Giving Circle of the Central Susquehanna Community Foundation.

The Grant Committee shall consist of not less than seven (7) persons, with a maximum of fifteen (15) persons. Members shall be elected annually in October and shall serve for two terms of three years beginning in November of the same year. Terms shall be staggered so that as nearly as possible, an equal number of terms shall expire each year. No person shall serve consecutively for more than two (2) terms (including the portion of any unexpired term to which appointed to fill a vacancy), but may serve again as a Member after one (1) year off the committee.

Grant Committee Members shall represent as equal as possible the various levels of giving and geography of the Women's Giving Circle Fund's service area.

Officers:

The Grant Committee shall have a Chair. The Chair shall also be a Steering Committee member, serving as a liaison between the two groups.

The Chair shall be elected by the Members annually at the October Committee Meeting and begin their term at the November Committee Meeting. The Chair shall be nominated and elected by the Steering Committee Members for a term of up to three years and until their successors are elected.

The Chair shall preside at all meetings of the Members and shall see that all resolutions of the Committee are executed.

Reports:

The Committee Chair will report to the Steering Committee at Steering Committee meetings.