

## COUNTY ADVISORY BOARDS JOB DESCRIPTION

**Roles:** To investigate and review grant applications and develop recommendations to be presented to the Board of Directors for action. To ascertain that funds granted by the Community Foundation for the Twin Tiers go to reliable community agencies, which benefit residents in the four counties, served by the Foundation. To recommend to the Board policies and procedures for grant making. They are responsible for following the grant guidelines approved by the Board of Directors, adhering to the timetable and procedures promised to the applicant, giving thorough and equal reviews to all applications, recognizing and avoiding personal biases or conflicts of interest, maintaining courteous and positive relationships with applicant agencies, keeping the Board of Directors informed of total requests, financial status and perceived needs, preparing an annual report for the Board of Directors, and reviewing guidelines and procedures annually. They will also serve as the communication link to the general public about the work of the foundation and helping identify community needs and potential projects, assist with fundraising for the community foundation, assist with initiating projects by providing services needed to make a project viable, and perform such other duties as assigned by the Board of Directors.

At least two committee members will review each application submitted and conduct interviews of the applicant if required and make contacts with other community agencies as appropriate. The investigative members will present the proposal to (1) the full County Advisory Board for discussion and recommendation and (2) the Board of Directors for final decision.

**Size of Committee:** Each advisory board shall consist of not less than three (3) or more than six (6) members.

**Composition of Committee:** The Chair of each county advisory board shall be a Director from their respective county. All members of the county advisory boards will be appointed by the Board of Directors and will be drawn from residents residing in that particular county. They will serve a three-year term of service commencing at the annual meeting. A third of the advisory board members terms will expire each year.

**Quorum:** At least two Advisory Board members at needed to constitute a quorum, and the act of the majority of the members present shall be the act of the committee.

**Reports:** The chairman of the committee shall present to the Board of Directors a County Advisory Board report at the annual meeting and reports at other board meetings as required.