

ROLES OF COUNTY ADVISORY BOARD MEMBERS

CFTT's County Advisory Boards have five principal roles to perform:

I. Act as a Communications Link to the Community:

2. Serving as the communication link to the public about the work of the foundation, i.e. line up speaking engagements for the Executive Director, talk to press about upcoming news releases, offer to speak to groups yourself about the foundation, tell all your friends and neighbors about the foundation and your role in it.
3. Preparing an annual report for the Board of Directors (BOD) on the work of the committee.
4. Assisting in the delivery of CFTT annual reports and Professional Advisor Packets.
5. Helping identify community needs and potential projects by regularly meeting with community groups, as part of conducting a county needs assessment.
6. Assist with initiating projects by providing services needed to make a project viable.

II. Assist the Board of Directors with Fundraising by:

2. Making a meaningful yearly donation to the operating fund.
3. Providing names of individuals who could be potential fund donors.
4. Asking friends and organizations you belong to contribute to the operating fund and/or to starting up their own fund.

III. Assist in the Grant Making Process by:

1. Following the grant guidelines approved by the BOD.
2. Adhering to the timetable and procedures promised to the applicant.
3. Investigating and reviewing grant applications giving thorough and equal reviews to all applications. 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.
4. Recognizing and avoiding personal biases or conflicts of interest.
5. Maintaining courteous and positive relationships with applicant agencies.
6. Keeping the BOD informed of total requests, financial status and perceived needs.
7. Developing recommendations to be presented to the BOD for action. The investigative members will present the proposal to (1) the full County Advisory Board for discussion and recommendation and (2) the BOD for final decision.
8. Ascertaining that funds granted by the CFTT go to reliable community agencies that benefit residents in the four counties served by the Foundation.
9. Recommending to the BOD policies and procedures for grant making.

IV. Assure Proper Functioning of the County Advisory Boards by reviewing committee guidelines and procedures annually and recommending changes in writing to the BOD.

V. Perform such other duties as assigned by the BOD.