



## Grants Chair Job Description

Updated Jun 2021

The Grants Chairperson receives, and researches charitable requests based on the criteria set by the Committee and approved by the Executive Board. Is a voting member of the RSC Board.

### Chair Requirements:

- Acceptance of position indicates a commitment to attend RSC board meetings and committee meetings for which this position is required.
- Inform the Philanthropic VP if unable to attend a meeting.
- Prepare a written monthly board report summarizing what happened during the month, including monthly expenses, who was approved for an RSC grant, and who was denied an RSC grant.
- Maintain a continuity binder as outlined.
- Maintains the Grants email.
- Contact successor and coordinate respective duties and responsibilities to ensure an effective transition prior to the joint board meeting at the end of the board year.

### Responsibilities:

- Chairs the Grant Committee meetings each month, which consist of the Grants Chair as Chairperson, Philanthropic VP, Philanthropic Financial Officer, Parliamentarian, and at least 3 general members in good standing that are not a part of the Exec Board.
- At the beginning of each board year, review the RSC grant request application with the committee and adjust as needed. The RSC Grant request application will be made available on the website by the Marketing Coordinator, or President if the position of Marketing Coordinator is vacant.
- Ensures that minutes are taken of any meeting of the grants committee. Appoints a committee member to take the minutes if the Admin Assistant is not available for the meeting.
- Responsible for submitting grants to the executive board for approval if an approval amount is \$500 or more, then it must then go to the General Assembly meeting for approval by membership, anything \$499 and under does not require board or membership approval.
- If unavailable for the board or general assembly meeting, provide the information to the Philanthropic VP to present in your absence.
- Holds a Grant Committee meeting, at the beginning of April or before the determination meeting for Scholarships occurs, to determine any grant requests that have been submitted by then and if funds will be given to Scholarships at that time.
- Responsible for the research of all grants requests submitted in order to provide adequate information to the committee members, Exec board, and/or the General assembly if needed.
- Responsible for giving the Philanthropic Fin Officer an updated list of approved requests on the form provided in a timely manner, so that a letter and Check can be sent out by the Fin Officer.
- Attends the Phil budget committee meetings to provide insight on the budget. If unable to attend the meeting, send the information to the Phil VP and Phil Fin Officer to be included in the budget meeting.