

**Grants and Initiatives Committee Chair & Vice Chair**

**Committee Description:** The Grants and Initiatives Committee works with United Way to make investments in the community that will benefit women and children. The Grants and Initiatives Committee reviews grant proposals and chooses community partners to recommend to the WIP Executive Committee to fund and partner with through volunteerism. The committee also writes and reviews the applications for self-sufficiency funding and the WIP Blueprint for Leadership Scholarships

**Principal Responsibilities:**

* Work with Community Impact at United Way to review grants on volunteer committees and determine which partners funded by UWM fit the WIP mission.
* Review RFPs with UWM to determine appropriate grant applicants and which partners fit financial stability for women and children. Recommend grant recipients to the Executive Committee for a vote
* Communicate the volunteering needs of the grantees to the WIP Community Engagement Committee.
* Review and select recipients of self-sufficiency funding and Blueprint for Leadership Scholarship, communicating appropriately to all applicants in a timely manner

**Leadership Roles**

* Chair:
  + Organize and facilitate committee’s activities
  + Conduct committee meetings regularly
  + Facilitate all committee action items, delegating and monitoring tasks in a timely manner
  + Report committee’s activities to the Executive Committee monthly at meetings
  + Disperse relevant information and upcoming WIP and UWM events and volunteer opportunities to the committee
  + Recruit () active WIP donors to serve on the committee
* Vice-Chair:
  + Schedule meetings on behalf of the Chair with members and WIP Director
  + Attend monthly Executive Meetings and provide committee report in the absence of the Chair
  + Conduct committee meetings in the absence of the Chair
  + Keep meeting minutes that are then emailed within 2 days to the committee members, WIP Director, Executive Committee Chair, and Vice Chair
  + Chair-elect for the following year, unless otherwise discussed

*I have read the duties of the WIP Grants & Initiatives Chair & Vice-Chair, and I agree to serve to the best of my ability as a leader of Women in Philanthropy during the 2023-2024 fiscal year.*

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Signature Date