JOB DESCRIPTION FOR COMMUNITY PROJECTS CHAIR – 2-year position

The Community Projects Chair manages the process for the consideration, approval, and distribution of Seattle Garden Club grantmaking. The process and timeline for Community Projects are as follows:

• SGC members sign up for Community Projects Committee via Membership Survey in February, or by talking directly with Committee Chair – all are welcome

• As part of the budget, the Finance Committee and then the Board set a proposed estimate of amount to be spent for Community Projects in the following year; see Green Book p.   F3

• September and October newsletters remind members to consider asking groups they support to examine SGC guidelines and submit proposals as appropriate

• Applicants go to the SGC public website, read about our mission and guidelines for funding projects, review past SGC-funded projects, learn how to submit a completed application, and download the application directly from this section of the website; applicants can request conference call with Community Projects Chair via the website

• Applicants type right into the SGC application template; save the application, and then email the application to the SGC email address on the form by the deadline stated, currently December 15th

• Community Projects Chair receives the applications from the administrator email account, reviews applications for missing information, contacts applicants if needed, and forwards applications to the Community Projects Committee members

• Community Projects Committee members study the applications prior to the January meeting and then review proposals as a group in January

• Committee members contact organizations for more information as needed in January

• Committee votes to recommend proposals to SGC Bd for further consideration

• Board reviews proposals and refers all grant requests over $2500 to membership for vote

• Applicants are notified of all decisions by the Community Projects Chair after the Membership vote

• Grant awards are paid prior to closing the books at the end of the fiscal year

• Process for review of Community Projects can be revised via the Policy & Planning Committee, with recommendations forwarded to the Board for final approval

The responsibilities of the Community Projects Chair are as follows:

Monthly responsibilities:

- Submit newsletter articles by 10th of the month in September, October, December, January, February, plus other months as necessary

- Submit monthly report to the president and recording secretary the first week of the month from September – June; attend board meetings and make brief presentation at each meeting; complete other board duties as assigned by the president

- Maintain hard copy file of all applications as received throughout the year

- Send agenda to Community Projects Committee prior to each meeting; send summary of discussions/actions following each meeting

Summer Months
- Respond to community inquiries regarding SGC grantmaking as needed
- Determine meeting dates and reserve classroom for Community Projects meeting; coordinate with SGC meeting arrangements team and CUH
- Finalize Community Projects Committee Roster

September
- Send welcome message to Community Projects Committee; provide outline of work load; expectations of committee members; Guidelines for Community Projects; history of community projects; ask members to begin thinking of qualified applicants

- Submit newsletter article for October describing purpose and process for SGC Community Projects; emphasize that funds for Community Projects come from Auction proceeds; encourage all to support upcoming Auction generously

- Set up email listserv for committee; make committee roster

- Review Community site of SGC Home Page with Technology Chair; adjust as necessary to update Community Projects Chair link from the website

October

- Convene Community Projects Committee

- Agenda Items: review Community Projects Section of Greenbook and SGC home page; describe what SGC funds/doesn't fund, state range of typical grants; set meeting schedule for the SGC year

- Respond to inquiries from organizations asking about process for SGC grantmaking

- Make announcement at Hort and General Meetings inviting members to encourage applications from organizations they work with that share SGC's mission. Refer members to SGC Community Projects Guidelines; ask members to work with organizations they support and ask those that fit our criteria to apply to SGC for funding

- Newsletter article: remind members that best projects come from members who understand and endorse the proposed applicant organization

November

- Respond to applicants as appropriate

December

- Receive and review applications from community groups; ask for more information from applicants if the proposals are incomplete

- Distribute applications to Community Projects Committee

- Newsletter article should focus on thank you to all who facilitated and contributed to the Auction (the source for funding of Community Projects grants)

January

- Convene one or two meetings of the Community Projects Committee in January. Lead committee deliberations on the applications for funding

- Assign committee members to seek additional information from applicants if the committee deems necessary

- Ask for motions to approve projects. Once approved forward recommendations to the board

February
- At the Board meeting, present the projects as recommended for funding by the Community Projects Committee. Make a motion asking for board approval to forward eligible projects to the membership for a final vote
- At the February Annual Business Meeting, spearhead the membership vote to fund proposals from the Community Projects budget as approved by the board
- Send committee recap of January meetings and any other relevant information

March
- With committee, review application forms, grantmaking process, and committee timeline; suggest updates to Policy and Planning Committee for review as needed
- Monitor follow-up from Policy and Planning Committee if any recommendations are forwarded to the board
- Address other community issues as assigned; schedule April and or May meetings as needed

April

- Once the board approves the full budget, request allocation of funds for the projects approved by the membership, send SGC Community Projects award letters and checks to the approved organizations, and then record their receipt of SGC funds and any stipulations therein

May

- Other duties as assigned.