**Giving Hope, Women’s Giving Circle**

**Duties and Responsibilities of**

**Chairwomen and Committee Members**

**Chairwoman:**

The Chair shall lead and supervise the GH Advisory Board and follow Giving Hope, Women's Giving Circle guidelines to perform those duties. The Chair will be considered the chief executive officer of the Circle and as such, shall have general and active control of its affairs, business, and supervision of its Advisory Board members and officers. The Chair shall perform the duties listed below, and others if the Advisory Board determines additional actions are necessary.

**Duties of the Chairwoman:**

* Conduct all Advisory Board and other Circle-wide meetings.
* Prepare the Annual Meeting presentation.
* Set mutually agreed upon yearly meeting schedule.
* Prepare the Advisory Board Meeting agendas.
* Communicate with the Treasurer to assure financial statements are prepared and presented to the Advisory Board at every scheduled meeting.
* Communicate with the Secretary to assure record-keeping of organization, including meeting minutes, are being maintained.
* Assure guidelines are being followed as well as coordinate periodic reviews and updates that would benefit The Circle.
* Advocate within the community for support of The Circle, including seeking new members and event sponsorship.
* May act as a representative of Giving Hope, Women's Giving Circle at community events or designate a representative(s) to act on her behalf.
* Create monthly or bi-monthly Eblasts to be emailed out to Circle Members and friends with topics including, but not limited to: Circle business/ board meeting updates, special event announcements, holiday acknowledgements and other special messages.
* Assist the Marketing/ Media or Special Events committees if asked, with creation and/ or review of postings for social media sites.
* Work in conjunction with the CCF/LIA president to present and update any procedural documents for the Advisory Board, such as the conflict-of-interest agreement.

**Vice Chair:**

* The Vice Chair shall assist the Chairwoman by acting in collaboration with her to stay current on all Circle business and meeting schedules.

 **Duties of the Vice Chair:**

* Conduct Circle business in the absence of the Chair.
* Review the Giving Hope, Women’s Giving Circle web page periodically and collaborate with the Media/ Marketing Chair to suggest and implement updates in collaboration with the CCF/LIA staff.
* Succeed the Chair position upon the conclusion of the term of service of the acting Chair. This action will allow for the greater continuity of leadership for the Circle.

**Treasurer:**

The Treasurer shall be responsible for reporting the financial status of The Circle, which is a field of interest fund of the Canton Community Foundation (CCF). All monies will be held by the CCF.

**Duties of the Treasurer:**

* Update and maintain financial records of The Circle and present an updated Income Statement to the Advisory Board at each meeting.
* Prepare a financial statement for each Circle event.
* Collect money donated to “The Purse” at each event. Two additional members will count the money while at the event and sign a verification sheet. The money will be deposited with the CCF.
* Ensure a check is delivered to the recipient of “Pass the Purse” funds. This may be done by the Treasurer, but often the money is sent directly to the recipient via CCF.
* Forward to the Membership Chair demographic information regarding new members.
* Send out invoices for late dues following the annual meeting and before December 31.
* Keep an up-to-date spreadsheet with dues status.
* The treasurer will communicate and work closely in conjunction with the Membership Chair regarding any outstanding dues or new members.
* Work with the Membership Committee to encourage membership dues payment and follow up with those members who have not paid dues.
* Members submit forms to Treasurer for reimbursement. The Treasurer sends them onto to CCF who then issues checks for reimbursement.
* Maintain copies of all forms sent to CCF for deposit or reimbursement.
* Work in tandem with the President of the Canton Community Foundation who will write checks and make deposits for The Circle.
* Update and maintain copies of all files on a computer zip drive. Pertinent files are shared electronically with the Canton Community Foundation twice a year.
* Maintain a spreadsheet with totals for funds disbursed for granting and pass The Purse from year to year Annually, in conjunction with the advisory board chairwoman, evaluate the balance of the Special Projects/Administrative fund. This should be done on or about July 1. If the balance exceeds $5000, money should be made available to the granting or emergency funds. By evaluating annually, funds can be best stewarded.

**Secretary:**

The Secretary will act as record keeper and correspondence coordinator for the Circle.

**Duties of the Secretary:**

* Prepare minutes of all Advisory Board Meetings and the Annual Meeting.
* Communicate with GH board chair and send out upcoming meeting notice and meeting minutes to board members 1 week prior to the next meeting.
* Update and maintain a list of Advisory Board Members, their contact info, and dates of service term. This roster should be shared at the first meeting of the new year.
* Update and maintain a list of Committee Chairs.
* Collect any correspondence sent to GH via the CCF office and share the messages with the board by email or at the next meeting.
* Update and maintain copies of files on a computer zip drive and share all copies with the Canton Community Foundation/LIA by email.
* Will create and/or assist with Instagram, social media posts and content.
* Collaborate with the Chair on communication needs as requested/necessary.

**Grants Committee:**

The Grants Committee shall design and implement the grant making process.

**Duties of the Grant Committee Chair:**

* To lead the Grant Committee of 5 members. Each Committee member may serve for a 3-year term, followed by one additional 3-year term. Any past Committee member may volunteer to serve on the Committee again, but only after a 3-year absence.
* Maintain the list of Committee members, oversee the term of service timeline, and send out requests for new Committee members to the general membership as necessary.
* Ensure all Grants Committee members review the applications in the CCF/LIA grant software program using the rubric approved by the Advisory Board.
* Present the recipient choices to the Giving Hope Advisory Board and CCF Advisory Board for approval upon completion of the cycle and subsequent evaluation process.
* Create documents which will provide information about the recommended potential grant recipients, their organization, and the project the funds will go to support. This will be sent to the GH Advisory Board and the CCF Board, and will be shared at the Giving Hope, Women's Giving Circle annual meeting.
* Collaborate with the CCF/ LIA to send all and award and rejection emails.
* Alongside the Committee, will work with the CCF/ LIA in updating and maintaining an archive of the grants awarded with their evaluations.
* Review the Giving Hope Treasurer Report to confirm that Grant and Pass the Purse monies have been disbursed.

**Duties of the Grant Committee Members:**

* Utilize the Constant Contact information of nonprofits maintained by the CCF/ by LIA, and request GH membership for suggestions of 501c3 organizations suitable for receiving grants.
* Use the CCF/ LIA to publicize the application period for organizations to apply.
* Maintain the formal eligibility criteria.
* Communicate and collaborate with the CCF/ LIA to maintain and update software and implement any changes to the eligibility criteria, the grants cycle, and the grant evaluation process as approved by the Advisory Board.
* Determine the yearly granting cycle.
* Oversee the grant evaluation process using a scoring rubric (included with the Giving Hope, Women’s Giving Circle Guidelines) to ensure a fair and unbiased evaluation process for all potential grant recipients.
* Coordinate with the CCF/ LIA to contact the grant recipients for evaluations.
* The GH Advisory Board and the CCF Advisory Board review the recommended grant award proposals, may ask for additional information if necessary and then may formally approve the recommended recipients.

**Special Events Committee**:

The Special Events Committee shall host 4 annual social / educational events to further the mission of the Circle and give members the opportunity to donate to local organizations which serve women, children, and families.

**Duties of the Special Events Chairperson:**

* To preside over the Special Events Committee whose purpose is to organize socials and fund-raising events.
* Present event recommendations and potential educational components to the Advisory Board for consideration and approval.
* Determine refreshment options and cost-share with the Advisory Board for consideration and approval.
* Select and secure event venue. If a deposit is required, the Chair and Treasurer must be contacted for approval, and the cost shared with the Treasurer for reimbursement.
* Collaborate with the Committee members on invitations/themes.
* Send "save the date" information and event invitation information to the CCF office for Eblast distribution to members. Create a copy of the invitation to be mailed to members who may not have email access, and send out as necessary.
* Contact the CCF office to ensure the information is included on the GH web page.
* Arrange for the speakers’ audiovisual needs if needed.
* Communicate with the Media and Marketing Committee to utilize solicitation letter for potential sponsors of events when appropriate.
* Prepare event decorations/give away gifts and nametags for guests when needed.
* Forward expenses to the Treasurer for reimbursement.

**Duties of the Special Events Committee :**

* To host events approximately 4 times a year. More may be added at the discretion of the Committee and with the approval of the Advisory Board.
* An educational presentation deemed significant to Giving Hope, Women's Giving Circle membership, may be part of any scheduled event with approval of the Advisory Board.
* Events include an early Spring Event, a Summer Social, an annual Fall business meeting, and an early Winter Holiday Social celebration.
* Will provide any event pictures and a post event report to the CCF/LIA for inclusion on the Giving Hope, Women’s Giving Circle webpage.

**Marketing and Media Committee:**

The M&M Committee's goal is to create and disseminate engaging messages about Giving Hope, Women's Giving Circle with the local community and existing membership. The Committee will grow the GH identity and enhance its recognition in the community.

**Duties of the Marketing and Media Committee:**

* Collaborating with the Advisory Board Chair to create Eblast content
* Creating content, articles for local print media sources: local papers/ magazines
* Keep the Giving Hope social media platforms active and up to date
* Communicate with the Advisory Board Chair and CCF representative to update and maintain the webpage on the CCF website.
* Ensure consistency and proper use of the Giving Hope logo.
* When appropriate, collaborate with the Special Events Committee to create letters to solicit event sponsors as approved by the board.

**Duties of the Membership Committee:**

* Maintain updated membership information/roster in collaboration with the Treasurer.
* Communicate with Treasurer and assist with a mutually agreed upon process and timing to contact members whose dues are delinquent.
* Compile, maintain and distribute New Member Folders which include a member roster, Giving Hope, Women's Giving Circle Guidelines, and a welcome message.
* Send welcome note by post or email to all new members.
* Welcome and introduce new members at the social event that follows closest to the date they joined.
* Award the Giving Hope Membership pin.
* Facilitate member "check-in" at GH events.
* Work with GH Marketing Chair and GH Advisory Board to develop "new membership" strategies for recruitment.
* Utilize the QR code handouts at events to enhance Giving Hope information distribution.

**Duties of the General Advisory Board Members:**

* Participate in the Advisory board meetings and votes.
* Contribute ideas and opinions openly to board conversations regarding the GH, WGC operation and event planning.
* Be willing to help out and/or support to committees if needed/when asked.

These Chairperson Positions and Committee member descriptions are included as an addendum to the Giving Hope, Women’s Giving Circle Guidelines. October 2022