

SANTA CRUZ MOUNTAINS ART CENTER
9341 Mill St. Ben Lomond, CA 95005

POLICY FOR JOB DESCRIPTION FOR GRANT COMMITTEE CHAIR
DRAFT

1) JOB DESCRIPTION:

- a) The Chair of the Grants Committee presides over Grants Committee meetings and reports back to the Board of Directors regarding Grants activities.
- b) The Chair of the Grants Committee is responsible for adhering to the Santa Cruz Mountains Art Center's Mission Statement, Articles of Incorporation, By-Laws and Policies as may be prescribed by law.

2) DUTIES:

- a) Schedule and oversee Grants Committee meetings, Grants Committee member selection, and Grants Committee duties.
- b) Keep regular minutes of committee proceedings, (should include date, time, attendees, agenda, resolutions and recommendations), file minutes with the corporate records, and report the same to the Board as necessary.
- c) Write (co-write) Grants and Grant(s) Reports
- d) Report on Grant(s) Status at Board Meetings.

3) RESPONSIBILITIES:

- a) Assure timely response to available grants. Review and update current Grant information. Provide a timeline for Grant(s) activities.
- b) Obtain Board of Directors approval of possible grant(s) prior to any grant writing.
- c) Work with Finance Committee Chair to develop budget and financial reports necessary for grant(s) activities, both writing grants and grant reports.
- d) Present Grant(s) and Grant Reports to Board of Directors for approval.
- e) Maintain files (both file cabinet & computer) on grants, grants possibilities. Files should contain copies of any grants written and any grant reports generated.