



Strengthening Nonprofits Committee Responsibilities and Operating Procedures

The Strengthening Nonprofits Committee is charged with carrying out the Community Foundation of Greater Memphis's mission of addressing the needs of our community by making strategic grants funded through the FOREVER Funds. These grants help nonprofit organizations become more effective in delivering their services and fulfilling their missions.

Specifically, committee volunteers are asked to:

- Attend all meetings of the committee, including virtually when necessary;
- Develop and maintain an understanding of the Community Foundation's mission, Community Investment Principles, and the needs of the Mid-South community;
- Understand and uphold the eligibility criteria for each grant round and make suggestions for improvement when needed;
- Read proposals submitted by potential grantees in advance of meetings and come prepared to participate in grant application review;
- Participate in applicant interviews and site visits, when necessary;
- Provide grant recommendations and updates to the Board of Governors via the committee chair;
- Attend a training session at the beginning of your tenure to better understand the grantmaking processes of the Community Foundation;

Meeting Schedule

Unless otherwise noted, all meetings will be held at the Community Foundation. At least three meetings will be held per year, but additional meetings may be called by the committee chair when necessary. In addition, volunteers will be asked to attend applicant interviews and/or site visits with each grant round. Members should attend as many site visits as possible. Less frequent attendance or participation may result in removal from the committee.

Prior to meetings, it is expected that the members of the committee will take on some independent work to review grant applications and/or other updates and documents.

Membership

The committee shall be composed of 15 to 20 members, who should represent the diverse makeup of our community. The Community Foundation will accept nominations between January and March each year from board members, committee members, and/or other community members. Interested parties may also submit self-nominations.

Applicants are reviewed and nominated by the Board Development Committee and presented to the Board of Governors. Appointment of new members are generally made at the May meeting of the Board of Governors, although appointments may be made at other times during the year if needed. Members are appointed for up to two, three-year terms.

The committee chair must be a member of the Board of Governors and is appointed by the Board chair. The committee chair's term may exceed the five-year term limit, if needed. A quorum represents 1/3 of the current committee members.

A core value of our Community Investment Principles is *inclusion*. Therefore, it is expected that the members of the committee go beyond experts and philanthropic leaders. It is imperative that we consider all parts of the community and other lived experiences that may be affected by the work of this committee and the Board of Governors.

Decision Making

The committee will make recommendations to the Board of Governors, which will take action to approve or reject the committee's recommendations. Committee recommendations to the Board of Governors will be determined by a majority vote of committee members present. Only decisions made when a quorum is present are valid.

Conflict of Interest

Participation is for the mission of the committee and should not be clouded by self-interests. It is expected that no committee shall use his or her position, or knowledge gained therefrom in such a manner that a conflict arises between the interest of the Community Foundation and any of its affiliates and his or her personal or professional interests. Each member of the committee will review and sign the Community Foundation's Conflict of Interest Policy annually.

Benefits

The Board of Governors recognizes that serving on this committee takes time and dedication. It is their sincere hope that all volunteers feel like they have benefitted from their time on this committee. We believe that service on this committee provides the following benefits to the volunteers:

- A feeling that they have helped strengthen our community by determining funding recommendations and developing community-driven initiatives;
- They have gained knowledge of the work of local nonprofit organizations and feel inspired by the unique ideas proposed in their applications;
- They are able to network with other passionate community volunteers and staff;
- They have gained experience in grant review, consensus-building, and making funding recommendations within a budget.