

**CAPITAL REGION COMMUNITY FOUNDATION
YOUTH ACTION COMMITTEE
JOB DESCRIPTION**

Purpose:

To learn and hopefully teach about philanthropy—the giving and sharing of time, talent, or treasure intended for the common good.

To review and make recommendations to the Board of Trustees related to the Youth grants program and the distribution of Foundation's Youth Fund.

Members:

Membership is made up of high school age youth, in grades 9-12, from Clinton, Eaton and Ingham Counties.

Duties and Responsibilities of Advisors and or YAC Committee:

- Attend a minimum of 5 monthly YAC meetings per school year (September through June). If unable to attend, to contact the advisor as to the reason for the absence within two days of the meeting date.
- Participate in a minimum of 3 YAC sponsored community service activities within the school year.
- Follow "best practices" standards.
- Send out requests for grant proposals to the non-profit community.
- Evaluate all funding requests in a fair and equitable manner reflective of the Foundation's mission and stated grant criteria.
- Make grant recommendations to the Board of Trustees.
- Monitor grant recipient acceptance agreements and follow-up on all stated requirements.
- Publicize grant opportunities and awards to the community at-large.
- Require evaluation reports from individual grant recipients regarding progress and completion results.
- Participate in non-profit site visits to grantees and potential recipients.
- State any conflicts of interest prior to grant considerations for recommendation.
- Ensure the integrity of the grants process.
- Represent the Capital Region Community Foundation in a mature and responsible manner at all YAC functions.