VOLUNTEER GRANT READER JOB DESCRIPTION

United Way of San Luis Obispo County

Volunteer panel members play an important role in the grant process. Panel members have the responsibility to make funding recommendations based on their objective assessment and judgment of each program, in order to carry out the spirit of United Way's mission and to ensure a fair and equitable means for distributing funds raised in the annual United Way campaign.

MAJOR RESPONSIBILITIES

- Participate in the volunteer training/orientation meeting
- Become familiar with United Way grant policies and implement them through the decision-making process
- Review assigned grant applications
- Attend panel meetings (including site visits, if applicable)
- Maintain objectivity and confidentiality
- Make informed decisions using the criteria established by the Community Impact Committee
- Make funding recommendations to United Way's Community Impact Committee

COMMITMENT

- GRANT READER ORIENTATION: Friday, April 8, 8:00 – 9:30 a.m.
- GRANT PANEL MEETING(S): Meet one or two times as needed during the period **April 11 – 29**, no longer than 2-3 hours each meeting (to be scheduled by each panel during the Grant Reader Orientation).

QUALIFICATIONS

A panel member should have: an interest in health and human services; sound decision-making skills; adequate time to devote to scheduled meetings and responsibilities; and a willingness to fairly and objectively represent donors, consumers and the general community. To avoid a conflict of interest, a volunteer panel member must not have an affiliation with an agency applying for funds under the panel on which he/she participates. Affiliation with an agency includes:

- Volunteer, employee, consultant, or board member of applicant agency within the last three years
- Current or past relationship with the agency that would have the appearance of a vested interest in the agency's funding by United Way
- A familial relationship to anyone currently serving on the agency's Board of Directors, or to anyone currently serving as a volunteer, consultant or employee of the agency

Volunteer panel members are asked to keep their deliberations confidential during and following the grant review process.

PANEL STRUCTURE

There are three grant panels, responsible for the following impact areas:

- Education – *Helping Children & Youth Achieve Their Potential*
- Income – *Promoting Financial Stability & Independence*
- Health – *Improving Health for All*

For questions or to indicate your interest in being a volunteer grant reader,

please contact Kara Edwall at (805) 541-1234 or kedwall@unitedwayslo.org.