



DISTRIBUTION COMMITTEE MEMBER RESPONSIBILITIES

1. **Purpose:** The primary responsibilities of the Committee are to review and score grant and scholarship applications. The committee is to recommend grant awards during our grant and scholarship cycles to the Board of Directors for approval. All grant awards should be consistent with the purpose of the Fund.
2. **Composition:** The Committee consists of no less than (five) members of the Board of Directors, selected for their knowledge of the charitable, public, educational, scientific, literary, and other needs of the inhabitants of the community or area served by The Foundation. The Committee will have a Chair and a Vice-Chair to help run all meetings and work closely with the Grant and Scholarship Administrator.
3. **Reviewing:** Each committee member should review all assigned applications. Committee members are given approximately four weeks to review each round of applications. There are two rounds of application reviews with one in the Fall and one in the Spring. Committee members should be prepared to invest adequate time and effort to provide a thorough review of each application. The review process includes site visits to 5-10 organizations each Fall during the second round of the application review.
4. **Meetings:** In addition to attending the quarterly board meetings, the Committee will also be responsible for attending two meetings in the Fall (September and November) and one in the Spring (April or May).
5. **Technology:** The Committee reviews all applications through our online grant management system, Academic Works. It is a MUST for all committee members to have internet access and a sound understanding of computers and the internet. Members will need the following access to technology:
 - A current working email address
 - Internet access
 - Ability to open .pdf files (free version of Adobe Acrobat Reader)
 - Microsoft Office or a free equivalent that will open .docx and .xlsx files (Word and Excel)
 - One of the following browsers:
 - Google Chrome
 - Mozilla Firefox
 - Apple Safari

Note: Internet Explorer will not operate the current application system