



## girlsBEST Committee Responsibilities and Guidelines

### **Purpose**

The girlsBEST Committee is responsible for reviewing, screening and making grant recommendations for the girlsBEST initiative.

### **Authority**

The girlsBEST Committee has the authority to review grant applications, make site visits and make recommendations to the Board of Trustees about funding specific girlsBEST programs.

### **Structure**

The girlsBEST Committee shall consist of members of the Board of Trustees and members of the community with sufficient practical experience and objectivity to review proposals, conduct site visits and. A member of the Board of will serve as the Chair of the girlsBEST Committee.

### **Tenure**

Committee members serve one three-year term, renewable upon request for Finance, Governance, Development and Investment Committees. For the Social Change Fund, Research, Education & Advocacy and girlsBEST Committees, after one term, members must rotate off for at least one year before submitting an application to re-join the committee, if desired. The board chair may grant exceptions to this tenure policy to ensure strategic imperatives are met.

### **Committee Chair and Vice Chair Commitment**

The Committee Chair oversees the effective running of the Committee to the best of her/his ability, utilizing seasoned and thoughtful judgment. The Committee Chair is also responsible for assisting committee members to fulfill their commitment. In the event that a committee member is not fulfilling her/his commitment, the Committee Chair, with the support of the Board of Trustees, may ask the person to step down from the Committee. Should the Committee Chair and/or Vice Chair not meet acceptable standards as defined by the Board of Trustees, the Board may request the removal of the Committee Chair and/or Vice Chair. Any changes to the Committee Chair and Vice Chair commitments will be made by the Governance committee in conjunction with the Board Chair and the President/CEO. In addition, the Committee Chair is responsible for engaging in succession planning, within her respective committee, including grooming the Vice Chair.



Each Committee Chair serves one term, with a minimum three year commitment. The first year is served as the vice-chair. The second and successive years are served as chair. The last year is served as past chair, training in the new Chair.

For succession planning purposes, it is expected that the Vice-Chair will assume the role of Committee Chair as appropriate. When that is not the case, the incoming Committee Chair is chosen by the current Committee Chair, in conjunction with the Governance Committee, the Board Chair and the president/CEO. The chair is also responsible for ensuring the Board's vision is shared with the committee and carried out by the committee's work.

The Vice Chair is chosen by the Committee Chair, in conjunction with the Governance Committee, Board Chair and the President/CEO. The Vice Chair shall serve as a back-up to the Committee Chair in any capacity whenever the Chair is unavailable.

### **Committee Members Commitment**

Committee members are responsible for active participation in committee meetings and decision making processes. Regular attendance at committee meetings is expected from committee members; considerable absenteeism may be grounds for removal.

### **Staff Liaison**

Each committee has a staff liaison. The Staff liaison for the girlsBEST Committee is the Program Officer.

### **Responsibilities**

The girlsBEST Committee will

- Review grant cycles, application process and set general guidelines for the girlsBEST grantmaking work of the Foundation.
- Approve application process for each girlsBEST grantmaking initiative of the Foundation.
- Participate in site visits after reviewing materials prepared by staff which summaries the work of applicant agencies
- Participate in program visits.
- Examine each group's evaluation plan for measurable progress and review the external evaluation of the initiative.
- Meet as a group to review applications, program proposals and site visit; make recommendations to Board of Trustees for funding of proposals.
- Address other matters assigned by the President/CEO and/or Chair of the Board of Trustees.

All actions of the girlsBEST Committee are subject to review by the Board of Trustees.

### **Qualifications**

Committee members should represent a board spectrum of the community who represent the full diversity of Minnesota in terms of socio-economic, race, geographic and other indicators.

### **Meetings**



The girlsBEST Committee meets at least two times a year. Additional meetings may be scheduled at the request of Chair of the girlsBEST Committee, the Chair of the Board of Trustees or the President/CEO of the Foundation.