

## **Twin Palms Neighborhood Organization**

### **Grant Review Advisory Member Policy**

#### **Purpose**

At the November 15, 2014 TPNO General Membership meeting, the proposed Funding Priorities and Process Guidelines policy was approved.

The process calls for a three tiered review process. Under normal conditions, all grants first go to the Finance Committee. Grants up to \$1,500 can be made by the Finance Committee. Grants over \$1,500 to \$2,500 go to the Advisory Board, and grants over \$2,500 go to the General Membership for approval or denial.

At the November 15<sup>th</sup> general meeting several members expressed an interest in helping with the grant review process, but were not interested in becoming full members of the Finance Committee at this time.

The purpose of Grants Review Advisory Member Policy outlined below is to allow the widest possible inclusion of neighborhood residents in the grant review process while still remaining within the terms of the 1) Funding Priorities policy, 2) the TPNO By-Laws, 3) the Committee Operations Policy and 4) the Committee Member Volunteer Policy.

The Finance Committee has the authority to augment its membership with Grant Review Advisory Members. As advisors, these Grant Review Advisory Members will be **non voting** members of the Finance Committee. Advisory Members serve at the discretion of the Finance Committee. Their involvement is limited to the Grants review activities of the Finance Committee.

Advisory Members must meet the basic requirements for membership in the TPNO.

As outlined in the Funding Priorities Policy, these volunteers will participate in all phases of the Finance Committee's grant review responsibilities and activities except the final vote to approve or deny a grant. Advisory members' recommendations will be included in the minutes of the Finance Committee when a final committee vote is taken.

Grant Review Advisory Members duties will include, but are not limited to, the following advisory activities:

- Help publicize and respond to initial questions regarding the Funding Priorities and Grant Guideline Policy
- Assist in addressing questions from potential residents considering submitting a proposal
- Have the opportunity to independently review and rate each application

- Participate in the Finance Committee's grants review deliberations
- Express their input on the strengths and weaknesses of all proposals
- Express their recommendations and rationale for why they believe an application, in whole or part, should be approved or denied.

### **Rationale for Non Voting status for Grant Review Advisory Members**

The Committee Operations Policy establishes a quorum for any committee meeting as half or more of the confirmed committee's membership. Membership on a committee allows full participation in the activities of that committee including voting privileges.

By creating a "non-voting membership category" for Grant Review Advisory Members, these volunteers will not need to be counted in establishing a quorum for Finance Committee business. This will allow the Finance Committee to continue to function on a normal basis on its other activities while also allowing advisory members to actively participate in all but the voting phase in the grants review process without having to become a member of the Finance Committee.

In short, interested residents can have meaningful involvement in the grants review process without having to become a full member of the Finance Committee with all the other responsibilities and duties that come along with full committee membership.

### **Committee Membership**

All TPNO members are welcome to volunteer to serve on one or more committees. The names of TPNO members wishing to serve on an Advisory Board sanctioned committee or ad hoc task group are submitted by the chair of that committee to the Advisory Board for confirmation. (Note: Grant Review Advisory Members would be exempt for this confirmation process. The Finance Committee Chair, however, will be asked to keep the Advisory Board informed of the names of the Advisory members.)

### **Definition of Committees**

The TPNO By-Laws grants the Advisory Board the authority to establish standing committees. A Committee is currently defined as a group of volunteers formed by the TPNO Advisory Board as an approved committee that reflects the concerns, needs and interests of the members." (Article X) This term is used to refer to both ongoing standing committees and time limited "ad hoc" task groups. Generally these groups have authority to expend funds within the approved annual TPNO budget for the committee or task group.