



**Greater Together**  
Community Funds

## Committee Member Volunteer Position Description

**Summary:** The Greater Together Community Fund (GTCF) Committee Member actively participates in the town's GTCF committee, contributing expertise and time to the committee's participatory grantmaking process by attending meetings, providing input, completing assigned tasks, and working collaboratively with other committee members to advance the work of the committee.

**Appointment:** The committee secretary is selected by the committee members and appointed by the GTCF staff liaison.

**Expected Commitment:** Time commitment averages five hours per month with a one-year term of appointment with the option to renew annually for up to six consecutive years.

**Training Required:** Committee members should meet with the committee chair and/or secretary to receive an introduction to other committee members and onboarding to committee resources and Google Workspace Tools. Future training may be required.

**Supported by:** GTCF staff liaison in collaboration with additional staff subject-matter experts.

### Position Key Responsibilities:

- Regularly participate in scheduled committee meetings, arriving prepared to discuss agenda items and contribute ideas.
- Contribute meaningfully to discussions, providing feedback on the grantmaking process, and actively working towards reaching consensus on decisions.
- Take on assigned responsibilities within the committee, such as research, data collection, volunteer recruitment, marketing, and social media management.
- Provide regular updates to the committee chair and members on progress on assigned tasks.

### Qualifications:

- Reside within the town the committee serves.
- Complete the Volunteer Application.
- Sign and follow Volunteer Handbook.
- Agree to the volunteer provisions listed in the annual Online Volunteer Agreement.