



Sub-Committee Member Terms of Reference

Overview and Purpose

Sector sub-committees use the knowledge, expertise and experience of their members to provide advice and recommendations to the Granting Programs Committee (GPC) of Edmonton Community Foundation (ECF) as to the merit, relevance, appropriateness, and priority of requests for funding that come forward through the Community Grants, Vital Signs, ECF Awards & Bursaries, and Young Edmonton Grants programs, and other Granting Programs for which ad hoc sub-committees are established. Members contribute to the proposal review process with impartial feedback and environmental intelligence, providing the necessary information and background to assist the GPC in making informed, prudent decisions.

Criteria for Membership

- Interest in providing benefit to the greater Edmonton area through broad-based granting to the charitable sector
- Commitment of time, expertise, and engagement
- Residency in the greater Edmonton community (including four surrounding counties)

Recruitment

- During the recruitment process, the Foundation will endeavour to ensure that sub-committees reflect a range of backgrounds, skills, specializations, and demographic characteristics, to strengthen the review process and broaden awareness of ECF's granting programs
- Current sub-committee members will identify gaps (current or upcoming) in experience, expertise, and background
- Staff will develop a posting and share it to encourage applications from interested community members
- Staff and current sub-committee members will review applications and recommend appointments to the GPC

Responsibilities of Members

1. To commit to reviewing online proposals and to attending quarterly meetings
2. To provide written feedback if unable to attend a meeting
3. To inform staff and the sub-committee Chair if the member wishes to take a leave from the sub-committee's activities
4. To contribute to the proposal review process with impartial feedback by bringing integrity, intelligence, value, and a professional perspective
5. To be aware of and to name personal biases
6. To help identify positive considerations, areas of potential concern, and gaps in information in each proposal
7. In conjunction with other members, to arrive at a recommendation on each proposal, based on the criteria and priorities of the relevant grant or awards program

- For Community Grants Program, relying on their knowledge of the sector and the Edmonton community and using a holistic assessment of each request to determine whether the request is a good investment for the Foundation, considering:
 - Likelihood of benefit (both breadth and depth) for the Edmonton area as a whole, the particular sector, the specific organization, and/or its clients
 - An appropriate plan
 - The capacity to implement the project
 - A reasonable budget and timeframe
 - Appropriate partners
 - Equity, including:
 - Does the organization, project or program specifically serve an equity-seeking community as defined in the [Equity Statement](#)? Proposals which serve multiple communities would not normally be considered to have an equity aspect, as they could not meet the specific needs of an equity-seeking community.
 - If yes, committee members should be able to answer yes to at least one of the following:
 - Is the organization led by the equity-seeking community it serves?
 - If not, are the voices of that community reflected in the program's goals, development and operation?
 - Are challenges with the application due to language, educational, cultural or organizational contexts which may relate to equity?
 - Organizational strength and stability
 - Any other considerations the member and sub-committee deem relevant to the application
 - For Vital Signs, as above, and also considering the relationship of the request to the priorities identified for that granting cycle
 - For Community Scholarships, considering financial need, community involvement or leadership, and monies available to grant
 - For Young Edmonton Grants, considering whether the project is likely to foster youth leadership, and monies available to grant
8. To identify any conflicts of interest which may affect their impartiality and to adhere to the Code of Conduct and Commitment for volunteers of the Foundation
 9. To maintain confidentiality about all sub-committee discussions and the content of applications
 10. To be aware of the Granting Program Guidelines as they affect the program for which the sub-committee is reviewing applications
 11. To provide the Foundation with sector-specific knowledge regarding sector activity
 12. To provide feedback as requested on other possible grants (i.e. grants made outside the program for which the sub-committee is reviewing applications) as requested
 13. To identify emerging community priorities or needs outside grant requests and to bring forward organizations that may benefit from contact with the Foundation Grants staff and/or potential funding from the Foundation
 14. To promote granting opportunities at ECF and to help build the profile of ECF within personal and professional networks

Responsibilities of Chair

Each sub-committee, with the exception of the Young Edmonton Grants and ad hoc sub-committees, will select a Chair from among its members. In addition to serving as a sub-committee member, the Chair's responsibilities include:

1. To schedule a sub-committee meeting within the time period to provide feedback on proposals
2. To chair the meeting of the sub-committee in such a way so as to ensure all members participate
3. To remind sub-committee members at each meeting to declare any conflicts of interest
4. To help the sub-committee arrive at a collective recommendation for the GPC on each proposal
5. To review notes provided by staff
6. Normally, to serve on the GPC to act as liaison between the sub-committee and the GPC
7. To follow-up with members who are frequently absent
8. For the Young Edmonton Grants and ad hoc sub-committees, staff will fulfill the responsibilities of the Chair.

Responsibilities of Staff

1. To review preliminary grant applications and to formulate questions to guide applicants in preparing the strongest possible proposals
2. To act as a liaison to applicants and ask follow-up questions if key questions were not asked in the RFP letter
3. To participate in the consideration of each application and the sub-committees' deliberations
4. To act as a resource for sub-committees to help ensure decisions are consistent across sub-committees
5. To arrange meeting space and food for sub-committee meetings
6. To prepare written notes on each proposal identifying the rationale for the sub-committee's recommendation (including positive considerations, areas of potential concern, unanswered questions, and any declared conflicts of interest) and to share these with the Chair for review
7. To communicate recommendations to the GPC
8. To monitor attendance and flag absenteeism for follow-up by Chair

Conflicts of Interest

1. Overview: Given that sub-committee members are chosen based on their expertise and current, local knowledge, ECF recognizes that conflict of interest situations may arise during the proposal review process. ECF strives to maintain its reputation for honesty and integrity. It is essential that the community has trust and confidence in the decision making process and that proposals are subject to as fair and impartial a review process as possible. Individual members of sub-committees are to conduct themselves in keeping with this goal and avoid conflicts of interest in the exercise of their duties on a sub-committee.
2. Definition
 - a. As outlined in the Board Conflict of Interest Policy, a conflict of interest is any situation in which an individual, either for oneself or for a related party, could promote a private or personal interest by virtue of position. Conflicts of interest may include, but are not limited to, decisions related to direct financial benefits to the member or their family members, grants to other organizations with which the member or their family is involved as staff or board member, agency

partnerships, or other situations where the member cannot give the matter their impartial consideration. A perceived conflict of interest is one where although no actual conflict of interest exists, the circumstances are such that the community might reasonably believe that the member is in a conflict of interest.

b. Knowledge of an applicant or organization is not in itself a conflict of interest.

3. Process

a. At the beginning of each meeting, the Chair will remind members (including committee and staff members) to declare any real, potential, or perceived conflicts of interest. Guided by the principles outlined in this policy the member is responsible to determine whether or not they are in a conflict of interest. In making their decision, the member may consult with staff, the committee, and the Chair.

b. When a conflict of interest is declared, the member will leave the room while the proposal is discussed, will refrain from discussing or voting on the proposal, and will rank only those proposals for which they do not have a conflict of interest. The decision of the sub-committee (but not the details of the discussion) may be shared with the member, but the member must maintain confidentiality until the organization is informed in the normal course of the Foundation's work.

c. If the Chair declares a conflict of interest, another sub-committee member will assume the chair for the discussion of that proposal.

d. The sub-committee may not ask the member for additional information about the proposal.

e. The sub-committee's recommendations must note if any conflicts of interest were declared.

Term

- With the exception of the Young Edmonton Grants and ad hoc sub-committees, sub-committee members may serve for a maximum of two (2) consecutive three-year terms.
- If a member of a sub-committee misses two (2) consecutive meetings without approval or being excused, they will be deemed to no longer be a member of the Committee.
- Young Edmonton Grants sub-committee members serve two-year terms. Terms are renewable until the member reaches the age of 25.
- Members of ad hoc sub-committees serve until the conclusion of the sub-committee or for such term as determined by the GPC.

Benefits of Membership

- Contribution of service to the community in a volunteer capacity
- Ability to build relationships and expand networks, and to make a vital difference to the many local charities that may ultimately receive financial and other support from ECF
- Members will not be paid for being a member of the sub-committee. Members may be reimbursed for expenses incurred in the course of sub-committee activities (such as childcare costs), upon request.