

## Communication and Membership Team

This team is responsible to develop an active, representative and informed membership and to communicate with the Fort Collins area community about the Council's activities and the community's needs. It will

- Update the **covenants** annually, ensuring the proper dates and enhancing its content and appearance as necessary.
- Update the **cover letters**, determining if suggested amounts should change.
- Maintain an accurate roster.
- Ensure electronic **distribution of the covenant forms**.
- Orient new representatives.
- Staff the **sign-in** table in order to greet representatives and secure full sign-in
- **Track attendance** and follow up with absent representatives in order to ensure that **membership is retained**.
- **Recruit new members** through mailing of brochures to non-member groups.
- Review the **brochure** annually for updating.
- Issue an **e-mail bulletin** approximately bimonthly to keep all members and interested persons up to date on Council activities and needs.
- Issue **news releases** and seek to arrange for **news coverage** at special events.
- **Maintain web site content, communicating changes to the Webmaster.**

Revised: December 1, 2011

## **Programs & Social Concerns Team**

This team was formed from members of former groups before the reorganization of 2009. Its charges are

- Present **programs** appropriate for providing information that would be beneficial for all members of the group.
- Secure **hosts and sites** for IFC membership meetings and special events.
- **Identify issues** to represent the concerns that all groups identify.
- Recognize and voice the concern that all **speakers have sufficient time to present their topic**, having other items of interest presented to the group after the speaker.
- Communicate with each meeting site so that **seating and audiovisual equipment is available**.
- **Assist** other teams in planning **special events**.
- Assist other teams in **advocating** for individual and community issues that need special attention.
- Attend **executive team** meetings and participate in planning for the Interfaith Council.

Revised: December 1, 2011

## **Grant and Awards Team Guidelines**

**Purpose:** Review grant requests from non-profit agencies in the Fort Collins area and then send recommendations for disbursements of funds to the IFC Executive Team for final approval.

**Membership:** Includes the Treasurer of the IFC and individuals who have a basic understanding of the needs in the community as a whole and the ability to allocate funds in an unbiased manner. Team members select a chair and vice chair.

**Meetings:** Besides the regularly scheduled business meetings, additional meetings may be called as necessary via e-mail or phone.

### **Activities:**

- **Solicit grant requests:** The team solicits agencies to submit grant requests once a year for all program needs – total distribution to an individual agency may range from \$100 to \$500 per quarter. (Example: An agency may have several programs—food distribution, emergency assistance, or transportation. The agency submits one request for all three programs, which we consider separately.)
- **Review grant requests:** On a quarterly basis, the team reviews all grant requests received to prioritize needs and discuss allocation of available funds to the various programs.
- **Recommend grant distributions:** On a quarterly basis, except in emergencies, the team chair or vice chair presents recommended distribution of funds to the IFC Executive Team for final approval.

**Fund Management:** Cash flow is somewhat unpredictable, so we recommend that the covenants from supporting faith communities be returned no later than January 31 each year. We also recommend that agencies submit annual grant requests no later than June 30. This will allow for a quarterly distribution budget as well as provide funds for emergency requests. All funds allocated for grants in any calendar year will be distributed within the fiscal year.

**Documentation of Activities:** A record is kept of all grant requests and distribution of funds on a monthly basis. A complete report is submitted at the annual meeting in February.

Revised: December 1, 2011