

# **San Antonio Conservation Society Job Description**

## **BUILDING GRANTS COMMITTEE**

The Building Grants Committee reviews building grant requests on an annual basis and recommends grants for approval and/or denial to the Board of Directors. The San Antonio Conservation Society annually funds restoration projects consistent with our purpose.

### **DUTIES OF THE CHAIRMAN**

1. Appoints members to committee and submit to the President for approval.
2. Keeps the President informed of all meetings and activities of the committee.
3. Works with Staff Liaison to coordinate committee activities.
4. Prepares a Grants Committee Schedule for the annual round of fall building grants. The schedule may include:
  - a. an informational committee meeting held in August or September
  - b. a committee meeting to review applications after the grants deadline (currently the last Friday in September)
  - c. a van tour of properties (in October)
  - d. a committee meeting to confirm recommendations to the Board of Directors at its called board meeting (first Wednesday in November).
5. With the Restoration Manager, reviews grant applications for incomplete information or applications not meeting requirements.
6. Coordinates with staff support (Society Director of Operations and Restoration Manager) on lists, motions, and PowerPoint presentation for the Board of Directors meeting.
7. Reviews grant application and coordinates with Staff Liaison to make sure the information is published in the Advocate newsletter and press release is prepared for media release.
8. Committee should include 1<sup>st</sup> Vice President and two Active Members (not on the Board of Directors).
9. File a final report of the committee's activities before the June general membership meeting.