

## Volunteer Committees

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TPC is a volunteer organization run by its members and a part-time administrator. Below are descriptions of our Committees and ways to get involved.

### MEMBER ENGAGEMENT COMMITTEE

**Chair:** Sandy Lawrence

**Committee Goals:** The Member Engagement Committee (MEC) is responsible for new member recruitment and the membership experience, and works closely with the Young Philanthropist Initiative. The MEC organizes Connect the Dots events and Philanthropy Dialogues, and runs the Grants Award and Member Meeting held in late May or early June. The MEC is always looking for new, exciting ways to connect current and potential members to TPC.

**Where we need your help:** The MEC needs volunteers to host and support our educational and recruitment events such as Dialogues and Connect the Dots gatherings, and is always looking for members to help think of creative ways to get new members and keep members involved. We need members to introduce friends, family, and colleagues to TPC.

**For further information:** Contact Sandy ([Sandrablawrence@gmail.com](mailto:Sandrablawrence@gmail.com))

### GRANTS COMMITTEE

**Co-Chairs:** Barbara Gaskin

**Committee Goals:** The Grants Committee oversees the grant-making process. This committee's responsibilities include developing the annual grants calendar; recruiting and managing Grant Review Teams; and managing the Liaison Program (through which a pair of members serves as the conduit between TPC and each of our grantees).

**Where we need your help:** Our grants work is by nature cyclical and takes place over a six-month period beginning each fall. To kick off the process, there is a one-month sign-up period starting in October for those interested in participating on a Grant Review Team. We are looking for members to serve in leadership roles as Team Captains, Deputies, and Finance Leads, as well as women to work on grant teams.

Note: if you are interested in being a Captain, Deputy, or Finance Lead, please email Barbara. Signup for being a grant team member occurs in October, so there's no need to let us know now of your interest.

**For further information:** Contact Barbara ([bgaskin@thephilanthropyconnection.org](mailto:bgaskin@thephilanthropyconnection.org))

### MARKETING AND COMMUNICATIONS COMMITTEE

**Chair:** Cheryl Wakeham

**Committee Goals:** The Marketing and Communications (M&C) Committee plans, implements, and manages communications between TPC and all stakeholders (e.g., members and donors, prospective members, the non-profit community, the press). These efforts include the Link, a monthly publication filled with grantee and member news, a social media presence, our PR and media placement, and the maintenance of TPC's signature "look." This committee additionally oversees the website and member portal.

**Where we need your help:** We need volunteers to help with social media, website maintenance, PR, writing articles, and conducting interviews for the Link, as well as pro bono design and web design efforts.

**For further information:** Contact Cheryl ([cwakeham@thephilanthropyconnection.org](mailto:cwakeham@thephilanthropyconnection.org))

## **DEVELOPMENT COMMITTEE**

**Chair:** Susan Benford

**Committee Goals:** The goal of this committee is to close the funding gap between the actual cost of operating TPC (think Dialogues, our part-time administrator, bookkeeper and accountant, funding our Fellows, the Grants Award meeting, Connect the Dots gatherings, etc.) and members' contributions toward these expenses (\$50 for Young Philanthropists and \$100 for other members). The sources of these funds are members and sponsors, and may extend to foundation support in the future.

**Where we need your help:** We are always looking for creative women who might be able to introduce us to new funders, for those able to help with writing a grant, and for those who believe in TPC's mission and want to ensure the organization's stability.

**For further information:** Contact Susan ([benford@thephilanthropyconnection.org](mailto:benford@thephilanthropyconnection.org))

## **YOUNG PHILANTHROPIST INITIATIVE**

**Chair:** Marta Pagan-Ortiz & Jesse Hatfield

**Committee Goals:** The Young Philanthropist Initiative (YPI) is responsible for increasing, diversifying, and retaining members 35 years old and younger, working closely with the Member Engagement Committee. It runs one or two Connect the Dots gatherings; recruits, selects, interviews, and on-boards Fellows, and ensures that they meet TPC Fellowship requirements; and develops and manages new programs to increase retention of YPs and Fellows, while building community among YPs, Fellows, and all other TPC members.

**Where we need your help:** For the Fellows program, we would appreciate recommendations for candidates, and help with screening applications and interviewing finalists. Additionally, we welcome your ideas and planning talent for events that will foster community and member retention in members 35 years of age and under. And we are also interested in your suggestions for new members!

**For further information:** Contact Marta ([marta.pagan@gmail.com](mailto:marta.pagan@gmail.com))

**OTHER TPC COMMITTEES INCLUDE:**

- **Governance Committee:** open to Board members only, per our bylaws;
- **Finance Committee:** Chaired by the Treasurer, Barbara Gaskin, this committee has up to two additional members. For further information, contact Barbara (bgaskin@thephilanthropyconnection.org).

## **Grants Review Teams + Grant-Making Process**

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**Who does TPC fund?** TPC funds organizations addressing at least one of the following: poverty and/or income inequality; employment and/or educational opportunity and readiness; health and wellness; social bias. TPC funds organizations located in the Greater Boston area (roughly within the I-495 loop), or national organizations with a local chapter that has its own 501(c)3 status, and have annual revenue between \$200,000 and \$2,000,000. Atypically, TPC also provides grants for operations. We are committed to funding diverse organizations whose leadership reflects the populations served by the non-profit.

**What does it mean to join a Grant Review Team?** You will read grant proposals from non-profit organizations that serve low-resource individuals and families living in the Greater Boston area. You will learn about the innovative ways that these organizations are working to mitigate income, employment, education, health, gender, and racial disparities. You will work with and get to know the small group of TPC members on your team – some of the most generous, thoughtful women in Boston. You will play a key role in determining those organizations that will be awarded TPC grants. You will make a difference. You will change lives.

**Composition of a Grant Review Team:** Each Grant Review Team, which has roughly eight members, includes a Captain (or two Co-Captains), Deputy Captain, and Finance Lead. Team sign-up occurs in late November/early December of each calendar year. Grant Review Team participants must be current TPC members for the grant period being reviewed.

Member responsibilities include: attending two or three Team meetings between January and May; evaluating the preliminary (or letter of intent) applications and participating in Team discussion and decision-making about advancing applicants to the full proposal stage (meeting 1); evaluating full proposals and participating in Team discussion about whether to request a site visit (meeting 2); determining which applicants will be recommended for the ballot (meeting 3, which may be done via e-mail); going on site visits when possible; and helping write a narrative about each non-profit that will be presented on TPC's ballot.

In May, all active members are invited to vote for which grantees will receive TPC funding. Members are strongly encouraged to attend the annual meeting celebration in late May/early June to meet and welcome, along with fellow members, our new class of grantees.