

## Community Partners Committee Operating Procedures

This committee supports Impact 100 by serving as the point of contact with current and past grant recipients, ensuring that terms of the Grant Award Agreement are being met, and keeping the membership informed about grant funded projects.

### Key Responsibilities:

1. The Community Partners (CP) committee includes the CP Chair, CP Coordinator(s) and a Grant Award Oversight team.

#### Community Partners Chair

- Represent this committee and provide reports of committee activities at monthly Board of Directors and Management Committee meetings.
- Hold regular committee meetings to address concerns related to the committee's work.
- Create Grant Award Agreement documents and submit electronic copies to CP's prior to the scheduled meeting to discuss the terms of the agreement.
- Schedule meetings with new CP's and lead the transition team to introduce CP Coordinator, review and discuss the terms of the Grant Award Agreement and answer questions; meetings will be scheduled in May, following the Annual Meeting.
- Maintain files of signed Grant Award Agreements, payment requests, interim and final grant reports, and other relevant documents. Provide a set of signed Grant Award Agreements to IRCF, the CP's and the Grant Award Oversight team for their records, and send electronic copies to the President, Secretary, Treasurer, CP Coordinators and Grants Chair.
- Approve all CP payment requests, provide copies to the oversight team and submit to the Treasurer on a timely basis.
- Obtain and review interim reports during the term of each grant and a final report upon completion of the project.
- Work with committee members to provide CP news for each newsletter and the website.
- Make recommendations to the Board (via the President) for changes requested by CP's in grant scope and period, budgets, and payments schedules, if required during the grant process.
- Recruit, assign and supervise CP Coordinators for each CP; ensure that Grant Award Oversight team members have legal, finance or business experience.
- Provide input to Grants Chair to ensure that CP issues are anticipated in the grant evaluation process.
- Provide support to Membership and Events Chairs for events involving participation of past or current CP's.
- Attend all Impact events where CP's are present.

- Participate in the annual review of the Grant Award Agreement.

#### Community Partner Coordinator:

- Participate in the meetings with new CP's to review Grant Award Agreement, payment terms and expectations.
- Have regular communication and form relationships with all grant recipients during their two year project completion date—fielding their questions, updating them with relevant information and ensuring their project timelines are being met.
- Review all CP payment requests—invoices, contractor agreements and receipts to ensure they meet the payment terms outlined in the Grant Award Agreement, and forward to the CP Chair for approval.
- Provide grant recipients the interim and final report forms and request required reports in both electronic and hard copy signed by the authorized signer; distribute the reports to the CP committee.
- Attend CP events as appropriate.
- Schedule the required site visits defined in the Grant Award Agreement project timeline, and include one or more committee members in those visits.
- Provide the Chair news about noteworthy project progress or client anecdotes which can be published to members in the newsletters.
- Encourage CP's to share videos and photos with Impact's social media contact so that we can help spread awareness.
- Report to CP Chair and Grant Award Oversight team significant updates, requests for changes, challenges and any other important issues.

#### Grant Award Oversight Team

- Participate in the transition team that meets with new CP's to review and discuss the terms of the Grant Award Agreement.
- Review and monitor Grant Award Agreements, payment requests, interim reports and correspondence from CP Coordinator to identify any potential issues, and report them to the CP Chair.
- Participate in meetings with CP's involving requests for grant modifications, extensions and non-performance, and make recommendations to the CP Chair.
- Participate in the annual review of the Grant Award Agreement and make recommended changes to the review committee.