

Volunteer Position Description

■ Allocation Panel Member

Purpose: To serve as a member of a team which reviews health and human service programs and makes recommendations regarding the allocation of community dollars.

Responsibilities:

- To actively participate in all review panel activities:
 - Attend training (and Orientation, if first year as panel member)
 - Review written program applications & prepare questions for site visits
 - Attend agency site visits
 - Attend and participate in the team decision-making process
- To provide written guidance about strengths, weaknesses and need for each reviewed program.
- Provide feedback and analysis of process for future program development.

Requirements:

- Keen interest in community problems and human service organizations
- Willing to make funding recommendations based on program performance, quality, and outcomes – not on popular perception
- Able to maintain confidentiality
- Willing to engage in frank and candid discussions with fellow panel members
- Commitment to the review and consensus building process

■ Allocation Panel Chair

Purpose: To serve as a leader of a team which reviews health and human service programs and makes recommendations regarding the allocation of community dollars.

Responsibilities:

- Attend co-chair training
- Direct and manage agency site visits and panel communication

Requirements:

- Prior experience in the Fund Distribution process
- Able to relate to people and provide volunteer leadership in a group setting
- Meet the responsibilities and requirements of a Panel Member