AAWGT GRANTS SYSTEMS COMMITTEE
October 2019

PURPOSE

The Grants Systems Committee ("GSC") manages the software and related functionality for the AAWGT Grants Process. The committee will work in close collaboration with the Grants Committee ("Grants") and the Post-Grants Evaluation Committee ("PGEC") to support and streamline grants procedures and practices.

RESPONSIBILITIES

1. Plan and update system in accordance with Grants and PGEC policies/procedures.
2. Maintain system and implement any changes to improve processes.
3. Maintain close contact with Grants and PGEC Chairs to meet their specific needs in support of the AAWGT grants process.
4. Provide training for Grants and PGEC members.
5. Produce reports as requested by AAWGT.
6. Maintain AAWGT grants records and documentation
7. Coordinate with the Community Foundation of Anne Arundel County by providing documents for Grantee awards and receiving copies of Grantee's signed contracts for system retention.

TASKS

1. Manage software updates, revisions and improvements in conjunction with Grants and PGEC.
2. Manage contract payment for software.
3. Continually attend software provider training and updates.

TIMELINES

1. December/January: Work with Grants to assure grants/web information for potential applicants is complete. Train potential grant applicants and respond to questions/concerns.
2. February/March: Provide training and support for Grants reviewers and committee members.
3. April-May: Work with PGEC to plan final reporting requested by AAWGT for current grant year. Provide necessary information to the Community Foundation.

4. May: Once grants have been approved by the membership, coordinate with CFAAC by providing any and all information necessary to complete materials to be sent to the new grantees
5. Summer: Provide training for PGEC liaisons on use of system. Work with Grants to review grants application and review process to determine potential systems improvements.
6. Summer/Fall: Make changes to system to incorporate Grants requested changes.

COMMITTEE PROCEDURES

1. Hold periodic formal meetings with Grants and PGEC to determine needs.
2. Form informal work groups as needed.
3. Communicate regularly with the President and Vice President on committee issues and apprise them in advance of topics that warrant discussion at Steering Committee meetings and/or of significant changes in committee operations.
4. Coordinate with other committees to ensure committee needs and priories are accomplished.
5. Maintain privacy of information, both applicant and AAWGT information, and train users in appropriate use of information
6. Use appropriate business practices
7. At any transition of leadership of the Committee, the outgoing Chair shall review this Charter with the incoming Chair and Assistant Chair.

POSITION REQUIREMENTS FOR CHAIRS AND MEMBERS

Experience developing, implementing, using and maintaining software systems