

Steering Committee Guidelines

The Employment Resource Fund (formerly HOPE Fund) is a local, self-sustaining work and education fund at the Wayne County Community Foundation. It supports the work of Wayne County non-profit organizations, 501(c)3's, to help adults get jobs or better jobs. It provides renewable grants to organizations to increase the success of students, clients or employees participating in employment-enhancing programs.

Member Duties:

- To review grant applications and recommend potentially successful initiatives for approval to the Wayne County Community Foundation.
- To increase community awareness, support and involvement in the Employment Resource Fund.
- To increase the monetary value of the Employment Resource Fund by assisting with community activities in support of the Fund.

Membership:

- 6 to 12 volunteer members, serving on a rotating 3-year schedule.
- Interested committee volunteers complete a profile with areas of interest and expertise. A member will be nominated by each participating organization and approved by a majority vote of the existing Steering Committee members.
- Terms of service
 - All new committee members will serve three-year terms.
 - Committee members may serve additional 3-year terms with majority vote of the Steering Committee.
- Commitment:
 - Attend bimonthly meetings.
 - Between meetings communicate via email when decisions need to be made.
 - Act as a liaison to facilitate communication with an organization sponsoring an Employment Resource Fund Initiative.
 - Assist with community activities in support of the Employment Resource Fund.

Functions:

- Increase community awareness, support and involvement through networking, news releases, brochure, website, displays, and speakers bureau.
- Enlist help of community and business partners.
- Oversee finances, compile statistics, and evaluate results.
- Write and maintain records of committee meetings and projects.
- Work with nonprofit organizations to set up and follow up on new initiatives.
- Help with events or projects to promote the Fund and grow its monetary value.

Contact: Lee Peart, Employment Resource Fund Chair, 1510 W. Sterling Rd., Burbank, Ohio 44214, 330.624.7506, lwmn@bright.net.

"Never doubt that a small group of thoughtful committed citizens can change the world. Indeed it's the only thing that ever has."

Margaret Mead

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Employment Resource Fund

REDUCING BARRIERS TO EMPLOYMENT

Steering Committee Member Application

Name _____

Home Address _____

City _____ Zip Code _____

Home Phone _____ Work Phone _____ Email _____

Occupation _____ Employer _____

Work Address _____

How did you learn of the Employment Resource Fund? _____

What skills, interests, or talents can you contribute to the Steering Committee?

Do you serve on other community boards or committees? If so, please name. _____

In which areas would you like to work? Please check one or more.

- Public Relations (Networking, News Releases, Brochure, Website, Displays)
- Initiatives (Monitor and evaluate existing initiatives.)
- Clerical (Write and keep organized written records of meetings and projects.)
- Events and Projects (Help with events and projects to promote and grow the Fund.)
- Membership (Build community and business partners.)
- Grant Writing
- Social Networking (Facebook, Twitter, Linked-In, etc.)

Business or Community References:

Name _____

Address _____

Telephone _____ Relationship _____

Name _____

Address _____

Telephone _____ Relationship _____

Return to: Lee Peart, Employment Resource Fund Chair, 1510 W. Sterling Rd., Burbank, Ohio 44214, LWMN@bright.net

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