

Steering Committee Guidelines

The Employment Resource 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, keep jobs, or get 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: Kayley Cox, Employment Resource Fund Steering Committee Chair, at 330.264.5639 or email kayley@uwwh.org



Employment Resource Fund

REDUCING BARRIERS TO EMPLOYMENT

Affiliate Fund of Wayne County Community Foundation

Get a Job.
Keep a Job.
Get a Better Job.

Steering Committee Member Application

Name _____

Address _____

City _____ Zip Code _____

Cell 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: Kayley Cox, Employment Resource Fund Steering Committee Chair via email
kayley@uwwh.org or mail to 215 S. Walnut St. Wooster, OH 44691