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
  o All new committee members will serve three-year terms.
  o Committee members may serve additional 3-year terms with majority vote of the Steering Committee.
• Commitment:
  o Attend bimonthly meetings.
  o Between meetings communicate via email when decisions need to be made.
  o Act as a liaison to facilitate communication with an organization sponsoring an Employment Resource Fund Initiative.
  o 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

Rev 10/17
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