

Approval Committee Volunteer Description

NEED: Families or recipients drop into a church or agency seeking help for bills they are struggling to pay. Referred to 211, they are scheduled an appointment to meet with volunteers to discuss their unique situation. After an intake appointment, the Approval Committee decides the funding level provided to the family.

VOLUNTEER TITLE: Approval Committee

FUNCTION SUMMARY: Authority to approve dispersal of Faith Community Service Fund assistance.

DUTIES AND RESPONSIBILITIES:

- Approve funding requests
- Investigate and recommend other resources, as appropriate
- Administrate family request packet, gathering information as necessary
- Input data to various grant internet websites
- Communicate to family and volunteers results of appointments

Training: Volunteers will attend a volunteer orientation and/or training. Volunteers will also have the opportunity to sit in on an intake session(s) facilitated by an experienced volunteer.

Time Frame: The volunteer will serve at least one time per week currently on Tuesday afternoon for two hours, on a committee.

QUALIFICATIONS/SPIRITUAL GIFTS

- Faith, Mercy, Helps
- Administration
- Giving

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