

# Youth Advisory Committee

---



## Job Description

### Purpose:

To promote the involvement of youth as community change-makers through service, leadership and philanthropy. To review grant requests and make recommendations to the Southfield Community Foundation Board of Trustees related to the Youth grants, programs, and projects funded through the Foundation's Youth Philanthropy Fund.

### Members:

Membership consists of a diverse group of youth, ages 14 to 19, who live or go to school in Southfield or Lathrup Village, Michigan.

### Duties and Responsibilities of Advisors and or YAC Committee:

- Actively and regularly participate in YAC meetings, programs and projects
- Follow Youthgrantmakers "best practices" standards for youth advisory committees
- Send out requests for grant proposals to the non-profit community
- Evaluate all funding requests in a fair and equitable manner reflective of the Foundation's mission and stated grant criteria
- Make grant and program recommendations to the Board of Trustees
- Monitor grant recipient acceptance agreements and follow-up on all stated requirements
- Publicize grant opportunities and awards to the community at-large
- Require evaluation reports from individual grant recipients regarding progress and completion results
- Participate in non-profit site visits to grantees and potential recipients
- State any conflicts of interest prior to grant considerations for recommendation
- Ensure the integrity of the grants and membership recruitment processes
- Represent the Southfield Community Foundation in a mature and responsible manner at all YAC and Foundation functions.