

DUTIES OF THE BOARD MEMBERS OF ACTS/VIM

1. **Prior to the first meeting**, read all the applications and note any questions you may have for the grantees.
2. **At the first meeting**, you will be required to agree to several site visits, either alone or with another board member.
3. You shall promptly call your grantee site visits and make an appointment to visit them. You should expect them to be prompt in returning your call. The appointment should be convenient to the board member, as well as the grantee. If they fail to contact you after 3 attempts, you should report this to the Board for further discussion as to any continued attempts.
4. At the site visit, you should:
 - Go to the grantee site when the program is in session, if possible
 - Bring the questions mentioned by the board at the prior board meeting to the visit
 - Have all the questions answered at the site visit or very soon thereafter
 - Review any flaws in their application, including missing documentation, and set a date by which they will give you the changes/missing documents
 - Apprise the grantee of potential problems: missing the final meeting may result in a failure to fund, failing to provide all the information we need may result in a failure to fund and failing to complete any application may result in a failure to fund
 - Explain the process to the grantee, including what will happen at the meeting, explain who should come to the meeting from the grantee agency
 - Explain that if we are missing documents at the deliberations meeting we will not fund the applicant
5. Promptly after the site visit, and at least a week prior to the final board meeting, you should send, via email to the board, a report about your site visit, answers to all questions asked by the board and copies of any documents sent by the grantee that were deemed missing from the application. Should the application need to be re-worked, the new application should be sent also.
6. At the board meeting, you should be prepared to answer provide any additional information, and be ready to decide on the amount to fund each grantee. You should present any needed information for the grantee's that you visited, but you should not feel obligated to support the applications.
7. All the above are expected to take the board member approximately twenty (20) hours per cycle.

Mission Statement:

Through financial support of programs and projects that encourage both congregational development and community outreach, ACTS/VIM endeavors to increase the activity of the Episcopal Church in the Diocese of Newark as it expresses Jesus' vision for God's people preserved in the Gospel.

(revised Mission Statement and Criteria adopted by Diocesan Council, June 2001)

ACTS/VIM funds proposals that address one or more of the following:

1. Connect congregational development and community outreach;
2. Promote inclusivity and welcoming of outsiders (or program beneficiaries) into the Episcopal Church;
3. Foster and broaden clergy and lay leadership in the congregation;
4. Demonstrate responsible stewardship of resources;
5. Offer creative vision for the church's witness and presence in the community; and,
6. Promote collaboration and cooperation.
7. Promote initial resources for new endeavors (seed money), which might otherwise be difficult to fund.