

## **IYANW Grants**

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### Job Description

Attend scheduled meetings.

Coordinate & Facilitate Fund Raising Efforts for IYANW Grants.

Administer Grant Funds (in coordination with Treasurer and Board).

Review Applications and Recommendations.

Maintain current application and recommendation forms:

- Keep all applications for a minimum of two years
- Keep applications that receive awards for legally required time (three years)

Publicize fund.

Coordinate requests to members / teachers to recruit for committee.

Other duties as assigned by the President or agreed upon by the board.

Prepare and present reports to IYANW Board, including regular committee reports.

*Last updated July 2011*