

## **Town of Brunswick, Maine**

### **Social Services Funding Committee**

#### **Mission/Purpose:**

The purpose of this Committee is to use the guidelines established by the Social Services Funding Policy in the review of grant funding requests from non-governmental charitable organizations and make recommendations to the Town Council.

#### **Committee Membership:**

The Social Services Funding Committee consists of five (5) members:

- Three (3) ex-officio, voting members will be appointed by the Town Council Chair from members of the Town Council for annual terms.
- Two (2) members are citizens of the Town of Brunswick for two-year staggered terms. A full term is considered to be a term lasting two (2) full years; an appointment to the Committee in mid-year, to fill a vacancy, is not a full term. In appointing members to the Committee, the Town Council shall endeavor to appoint candidates with a diversity of experiences and backgrounds.

The Committee will select a Chair, Vice Chair, and Secretary.

The Committee will meet regularly on a schedule to be determined by the Committee. At its first meeting of the year, the Committee will set the schedule for the year and provide it to the Town Clerk. Meetings shall be publicly noticed by the posting of agendas and related materials on the Town's website. It is the Town Council's intent that Committee meetings be scheduled so that they can be televised on one of the Town's two cable tv channels and recorded for on-demand streaming from the Town's website.

#### **Committee Responsibilities:**

The Committee's principal duties are to:

- administer the town's Social Services Funding policy and make recommendations regarding amendments to the policy;
- develop and administer any procedures consistent with the Social Services Funding policy as necessary to meet the goals of the policy;
- receive and review funding requests made pursuant to the policy;
- recommend grant amounts to be awarded to eligible organizations.

#### **Committee Staff:**

The Town Manager shall select the staff that will provide administrative and technical support for the Committee. In consultation with the Committee Chair, staff shall be responsible for preparing agendas and minutes, posting public hearings, and maintaining official records.

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**Reporting:**

The Committee shall report on its activities to the Town Council, at least quarterly. The reports shall be prepared in accordance with the requirements for inclusion in Town Council meeting agenda packets.

Proposed to Town Council:

Adopted by Town Council: