

PORT COQUITLAM COMMUNITY FOUNDATION

Volunteer Position: Chair, Grant Committee

Term: 3 years (renewable with Board approval)

Reports to: Board of Directors

Works closely with: Executive Director & Administrative Support

Time Commitment: Varies seasonally; includes regular committee meetings and two primary grant cycles (Spring & Fall)

Are you an experienced leader with a passion for community impact? Do you bring strategic insight and collaborative leadership? The Port Coquitlam Community Foundation (the foundation) is seeking a new **Chair of the Grants Committee** to guide the granting process for the foundation.

About the Foundation

The Port Coquitlam Community Foundation is a registered charity that connects donors with local initiatives to enhance community well-being. Through grants, partnerships, and leadership, the foundation supports charitable causes and community programs in Port Coquitlam.

The foundation is committed to building a diverse board that reflects the community it serves. We welcome applications from racialized, LGBTQ+, differently abled, and gender-diverse Canadians, First Nations, Métis, and Inuit peoples, as well as youth 18 years of age or older who live or work in Port Coquitlam. Learn more about us at: www.pocofoundation.com

Position Summary

The Grant Committee Chair (“Chair”) plays a vital leadership role in overseeing the Port Coquitlam Community Foundation’s (PCCF) grant making process. The Chair ensures that all grants, scholarships, and bursaries are reviewed and awarded in a fair, inclusive, and transparent manner, in alignment with the Foundation’s mission, values—including trust-based philanthropy—and fund agreements. This role involves facilitating committee meetings, overseeing funding recommendations, and maintaining clear communication with both applicants and the Board of Directors throughout the grant cycles. In addition, the Chair leads the planning and execution of *Celebrate PoCo*—the Foundation’s annual event recognizing grantees and celebrating community impact.

This role may be held by a current board member or by a community member approved by the Board. If the Chair is not a board member, they must undergo a police record check and sign a confidentiality agreement.

Key Responsibilities

Governance & Structure

- Serve a renewable term of three (3) years, subject to Board approval.
- Maintain a minimum committee composition of five (5) members, including at least two elected foundation board directors and three external community representatives.
- Ensure the committee reflects the diversity and lived experiences of Port Coquitlam residents.
- Ensure all committee members sign confidentiality agreements and understand their roles and responsibilities.

Committee Management

- Recruit and onboard new committee members in collaboration with the Board and Executive Director.
- Schedule and facilitate regular committee meetings, encouraging inclusive dialogue and consensus-based decision-making.
- Ensure grant decisions align with established guidelines, the Foundation's objectives, and available funding.
- When consensus cannot be reached, facilitate a majority vote to finalize funding decisions.

Grants Administration

- Work with the Executive Director to establish and maintain the annual grants calendar.
- Review all incoming grant, bursary, and scholarship applications for eligibility before committee scoring.
- Present eligible applications to the committee for review.
- (perhaps) Consider community needs and application priorities with available funding and provide rationale for decisions.
- Manage all correspondence with applicants, including notification of approval or rejection.

Communication & Reporting

- Communicate the Foundation's purpose, grant making approach (including trust-based philanthropy), and strategic priorities to the committee.
- Ensure all recommendations made to the Board comply with government regulations, Foundation policies, and fund agreements.
- Provide post-cycle written reports and attend the Board meeting following each cycle to present outcomes and recommendations for Board Approval.

Community Engagement: Celebrate PoCo

- In collaboration with the Executive Director and Administrative support, lead the planning and coordination of Celebrate PoCo - the Foundation's annual community celebration of grantees.
- Participate in public presentations of grants and other events as requested by the Board.
- Act as an ambassador of the Foundation, helping to strengthen relationships with community partners and applicants.

Qualifications

- Strong knowledge of Port Coquitlam's communities and nonprofit landscape.
- Experience in grants, philanthropy, nonprofit leadership, or community service.
- Commitment to equity, transparency, and collaborative decision-making.
- Strong organizational, communication, and facilitation skills.
- Ability to maintain confidentiality and act in the best interest of the Foundation.

Additional Requirements

- Police record check (if not a Board member).
- Signed confidentiality agreement.
- Availability during peak granting periods (Spring and Fall).