



## **Community Grant Review Panel Volunteer Opportunity**

- Responsible to:** Komen New England Community Health Manager
- Purpose:** A fair and independent review process is essential for a strong grants program. Volunteer grant reviewers read, score, comment on and rank grant applications based on the instructions and criteria provided by Affiliate staff. The review panel works together to develop a slate of grants to be presented to the Affiliate Board of Directors for approval.
- Term:** Approximately eight weeks, with the possibility of renewal. Volunteer reviewers will attend a conference call in December to receive training. Review and scoring will begin in early January. All reviewers must attend the review panel discussion in early February (held via conference call). Reviewers can serve up to three consecutive annual terms, and then must take one term off before returning to service.
- Responsibilities:**
- Maintain the integrity of the grantmaking process
  - Maintain confidentiality and report conflicts of interest
  - Must be willing to listen attentively and respectfully to the input of other reviewers
  - Attend review panel orientation meeting
  - Understand and agree to the Susan G. Komen® Code of Ethics prior to reviewing applications
  - Read, score and constructively comment on approximately 6-10 grant applications
  - Read key sections of all applications
  - Attend the review panel meeting to discuss and provide final scores to determine the rank order of applications
- Estimated Time Commitment:** Approximately 18-20 total hours over eight weeks:
- Attend review panel orientation – 1-1.5 hours
  - Review, score and comment on approximately 6-10 applications – 8-15 hours
  - Read key sections of additional applications – 1-5 hours
  - Review panel meeting – 2-3 hours
- Qualifications:**
- Be familiar with the Komen New England service area
  - Serve as an expert in breast cancer, public health, health education, social services and/or other relevant field or serve as a community representative representing the Affiliate Service Area or target population to be served.
  - Must not be named as the Project Director or key personnel on an application being reviewed
  - Agree to abide by Komen's Code of Ethics
  - Understand the importance of the grantmaking process to maintain Komen's legitimacy as the world's leading breast cancer organization and
  - Be willing to follow Komen guidelines for the grantmaking process
- How To Apply** Please submit a letter of interest to Ryan Tollefson at [rtollefson@komennewengland](mailto:rtollefson@komennewengland). In the letter, please let us know why you are interested and what personal or professional skills you have that will help guide Komen New England in funding the programs that will result in the greatest impact in our area.