

ROCHESTER WOMEN'S GIVING CIRCLE
PARTNER COMMITTEE CHARTER

Purpose

It is a premise of the grantmaking process that the RWGC will “follow our money” by assessing the effectiveness and success of the programs funded through its grants, and providing its members with timely feedback on the impact of their dollars.

The purpose of the Partner Committee is to create a communication channel between the RWGC and each of our grantees, so that we can 1) track the progress of the programs/activities funded through their RWGC grants, and evaluate their achievement of the grant's stated goals and metrics; 2) stay informed on their successes and their challenges; 3) deepen our understanding of issues that affect women and girls living in poverty; 4) identify potential opportunities for strategic grantmaking and/or collaboration; and 5) evaluate our grantmaking practices to identify opportunities for improvement to increase our effectiveness in achieving our mission.

The Partner Committee addresses the grants awarded through the annual responsive grantmaking process.

Partner Qualifications/Time Commitment

The Partner plays an important role in the Grantmaking Process and is the “face of the Giving Circle” to the Agency with which they are matched. A Partner must demonstrate professionalism, good communication skills, and the ability to build a supportive, consultative and mutually respectful relationship with the Agency. In addition, a Partner should be able to assess information and situations as well as recognize issues or opportunities requiring escalation within the Giving Circle. Partners should be comfortable with email, website access and basic social media and be able to use (or be willing to learn how to use) the RWGC document repository.

Partner assignments begin in June when the grants are awarded and continue approximately 15 months or until the final year end assessment of the Agency is complete.

There is no limit on the number of years someone can serve on the Partner Committee.

Partner Responsibilities

The Partner is expected to be knowledgeable about the agency's application, activities, goals and performance targets.

The Partner is responsible for:

- Initiating and building a respectful, supportive and mutually beneficial relationship with the Agency beginning with introductory contact at the Grant Awards Ceremony.
- Working with the Agency to confirm shared understanding of project goals, objectives and performance

targets as documented in the Agency's application. The Partner should also confirm that the Agency understands the reporting required at mid-year and at year-end and the due dates for submission.

- Maintaining ongoing communications with the Agency to discuss the status of the program, progress towards the stated outcomes, success stories and any issues or challenges that have arisen.
- Making recommendations to the Partner Chair, when necessary, on issues or potential grant modifications such as changes to the objectives or outcomes, modification of activities or line items in the budget, adjustments to the measurements or refund of grant money.
- Keeping up to date on the Agency initiatives and activities in general by visiting their website and social media outlets and by attending Agency events, as appropriate.
- Working with the Agency to identify opportunities to share accomplishments, events, testimonials or best practices within the Giving Circle. This includes items for the Giving Circle newsletter, social media or speakers for a Giving Circle event.
- Identifying any potential opportunities to engage the Agency in collaborative efforts with other agencies or in strategic grantmaking.
- Reviewing the Agency mid-year and year-end reports when received and proactively following up with the Agency to clarify any missing or confusing information.
- Preparing succinct written Partner Assessments about the Agency performance. For the year-end report, the Partner will include their final assessment of the Agency's performance against the grant proposal objectives.

As a member of the Partner Committee, the Partner will be responsible for:

- Attending Partner orientation and Partner Committee meetings as well as any other meetings scheduled by the Partner Chair to discuss the Agency progress and/or issues.
- Working with a new Partner, when applicable, to ensure a smooth turnover of Agency information and to introduce the new Partner to the Agency contacts.
- Escalating any Agency changes, issues or concerns to the Partner Chair.
- Providing input on Agency performance to members of the Grantmaking Committee during the new grantmaking cycle in the April timeframe.
- Sharing information with other Partners about experiences (for example challenges, successes and lessons learned in building a relationship with agency staff) or perhaps best practices that can be shared with other agencies (such as ways to improve grant reporting or participant recruiting).
- Submitting Agency mid-year and year-end reports and partner assessments to the Partner Chair

via email or placing them in the RWGC document repository.

Partner Chair Requirements/ Time Commitment

The Partner Chair must have participated in at least one grantmaking cycle and preferably served as a partner for one full grant year. The Partner Chair's role involves year-long activities with greater intensity in May-June, September-October and December-January.

Partner Chair Responsibilities

The Partner Chair is expected to be knowledgeable about each agency's application, activities, goals and performance targets.

The Partner Chair is responsible for:

- Identifying and recruiting members to serve as partners in sufficient numbers to ensure that there will be one partner for each grant awardee; and making partner assignments at the conclusion of the Grantmaking process and before the annual Grant Awards Ceremony.
- Making arrangements to provide appropriate document repository access for Partners and providing training to Partners as needed. Working with Knowledge Management to ensure partner information and documents are filed and updated.
- Scheduling an initial Partner Orientation meeting to review partner roles, responsibilities and event timelines and to facilitate a smooth transition between partners serving an agency from one year to the next.
- Scheduling Partner Committee Meetings and Individual Partner Meetings as needed.
- Working with the Partners to confirm shared understanding of project goals, objectives and performance targets as documented in the Agency's application.
- Maintaining ongoing communications with the Partners to keep current on the status of the Agency program, progress towards the stated outcomes, success stories, any issues or challenges that have arisen.
- Working with the Partner, when necessary, on resolving any issues or on potential grant modifications such as changes to the objectives or outcomes, modification of activities or line items in the budget, adjustments to the measurements or refund of grant money.
- Providing supervision and guidance to Partners and ensuring that they are aware of and able to meet key deadlines and that Partner and Agency documents are filed in the RWGC document repository.
- Providing opportunities for partners to share challenges, successes, lessons learned and best practices with each other.

- Reviewing each Agency's mid-year and year-end reports when received; working with Partners to clarify any missing or confusing information and then reviewing the Partner Assessments about the Agency performance. For the year-end report, the Partner Chair will review and discuss the Partner's assessment of the Agency's performance against the grant proposal objectives and together they will recommend the final assessment.
- Maintaining ongoing communications with the Grantmaking Co-Chairs, providing input on agency performance during the Grantmaking cycle, at mid-year and year-end, and engaging Grantmaking Co-Chairs to review and discuss issue resolution or grant modification recommendations, as appropriate.
- Working with the Partners to identify agency accomplishments, events, testimonials or best practices to be shared within the Giving Circle. This includes items for the Giving Circle newsletter, social media or speakers for a Giving Circle event.

As a member of the Leadership Team, the Partner Chair will be responsible for:

- Attending Leadership Team meetings and providing regular status on Agency performance.
- Informing Leadership Team of any issues with an Agency or potential grant modifications and providing recommendations for resolution.
- Informing the Leadership Team of potential opportunities identified by the Partners to engage an agency in collaborative efforts with other agencies or in strategic grantmaking.
- Informing the Leadership Team of Agency accomplishments, events, testimonials or best practices that should be shared within the Giving Circle. This includes items for the Giving Circle newsletter, social media or speakers for a Giving Circle event.
- Sharing information with the Leadership Team about Partner experiences or agency best practices that can be shared with other agencies.
- Providing information and required support at Giving Circle events including Grant Awards Ceremony, Business and Education meetings.

Effective Date

This Committee Charter was approved by the Leadership Team on 11/12/25.