

Grants and Funding Committee Charter

Purpose

The purpose of the committee is to enact funding activities in accordance with the TxABA Strategic Plan. To achieve its goals, this committee works in close collaboration with other TxABA committees and the TxABA Executive Council.

G&F Membership

The Grants and Funding (G&F) Committee shall have a minimum of three (3), and no more than nine (9), committee members. *Unless otherwise stated, committee members shall serve 3-year terms starting **August 1** and ending **July 31**. Committee members are comprised of the following combination:*

- **Chair:** *The chair must have served on the Grants and Funding Committee for at least 1 full term (3 years), in order to be appointed to this position. The chair is appointed by the Executive Council by majority vote. The chair schedules monthly meetings, sets agenda to reflect actions items that support assigned strategic plan goal/s, ensures meeting minutes are stored in committee google drive and reports member participation. Communicates with TxABA treasurer to ensure appropriate distribution and allocation of received funds (e.g., grants, etc.).*
- **Executive Council Liaison:** *The TxABA Executive Council shall appoint one person from among the current council members to serve on the committee IF the chair or other committee members are not on the executive council.*
- **At-Large Representative (Student):** Selected from the general membership of the organization. Must be a student member of TxABA at the time of appointment.
- **At-Large Representative (Masters):** *Selected from the general membership of the organization. Must have a minimum of 3 years of behavior analytic experience post degree.*
- **At-Large Representative (PhD - Academic):** Selected from the general membership of the organization. Must have a PhD, a position in academia, and a record of publishing experimental research. The academic at-large representative will serve as a member of the G&F Awarding subcommittee.

***Note:** Any committee member, except Executive Director, can fulfill multiple committee member roles. However, the goal is for all roles to be represented.*

G&F Activities, Duties, and Responsibilities

Acting with the Executive Director, the Grants & Funding Committee has the **authority** to:

- *Collaborate with EC to identify & implement at least one goal on TxABA's strategic plan.*
- *Provide strategic goal progress as requested by the ED or EC.*

- Establish annual TxABA grant and scholarship offerings and send to TxABA Executive Leadership Committee by June 30.
- Establish an annual funding goal for grants and scholarships through receipt of grants, donations, and earmarked/other TxABA funds.
- Identify funding mechanisms, including granting agencies and with approval of the EC, G&F will apply for grants.
- Develop a call for applications, member application process, and evaluating, awarding, and disseminating process.
- As necessary, establish sub-committees to develop and disseminate funding opportunities. Sub-committee members may be appointed by the G&F Committee via majority vote.
- Ensure that the committee develops:
 - An evaluation process that measures the outcomes of the committee.
 - Regularly uses the evaluation data to inform and continuously improve the selection of grant opportunities.

Committee Standards

Activities

Committees shall have other responsibilities as deemed necessary by the TxABA Executive Council.

Executive Director and Secretary-Treasurer Role

The TxABA Executive Director and the Secretary-Treasurer shall serve as advisors (non-voting) and will provide administrative support and recommendations based on their knowledge of the organization's operations.

Recruitment

All committee members will be selected from among individuals with an active TxABA membership. Recruitment for open committee member seats will occur yearly. Applications will be accepted from April 1st through May 15th. Committees will submit their new member recommendation/s to the Executive Council (EC) by July 1st. Approved new members will start their term on August 1st unless otherwise deemed by the executive council. At completion of the first term, any committee member may be nominated and upon receiving a majority vote, the elected individual(s) may serve an additional term - up to two, consecutive 3-year terms (except for the awards and student committee members, see their charters for specifics).



Meetings

Committees will hold meetings monthly and members will demonstrate active participation by attending at least 70% of the meetings. Meeting minutes will be taken (for each meeting) and stored in the committee Google folder.

Sub-Committees

Committees may establish sub-committees as necessary for specific programs and services approved by the Executive Council.

Annual Reporting of Activities

Committees will submit an annual report of their activities to be presented at the annual business held during the TxABA conference.