



AN ABAI CHAPTER AFFILIATE

## Grants and Funding Committee Charter

### Purpose

The purpose of the committee is to enact funding activities in accordance with the TxABA Strategic Plan. This committee will focus on providing grants and other financial supports for active TxABA constituents who are early in their careers and are engaged in research and/or practice activities. To achieve its goals, this committee works in close collaboration with other TxABA committees and the TxABA Executive Council.

### Committee Membership

The Grants and Funding 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 May 1 and ending April 30. 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.

All committee members will be selected from among individuals with an active TxABA membership. When each position is available, the Executive Director will put out a call for nominations to TxABA members. Any TxABA member may nominate a qualified individual (including themselves) for these positions. The Executive Director will send the list of nominees to the Executive Council, which will appoint a member from among the list of qualified nominees.

The committee will meet on a quarterly basis at a minimum but subcommittees may need to meet on a more frequent basis (such as monthly).

Below are the current committee member roles:

- Executive Director: The TxABA Executive Director shall serve as an advisor to this committee (non-voting), except in cases of a tied vote, in which case the Executive Director

may cast a vote to break the tie. They will provide administrative support and recommendations based on their knowledge of the organization's operations.

- **Chair:** The chair will be appointed by the Executive Council by majority vote. The chair may nominate a co-chair from the committee membership. The chair sets the committee's agenda, determining when action items will be considered. Other responsibilities of a committee chair typically include calling the committee together to perform its duties and other responsibilities as identified by the committee. Communicates with TxABA treasurer to ensure appropriate distribution and allocation of received funds (e.g., grants, etc.).
- **Secretary:** In addition to the minutes, the secretary will be responsible for keeping all the official records of the committee. The secretary will be one of the at-large representatives.
- **At-Large Representatives:** Selected from the general membership of the organization, representatives assist with carrying out the duties and responsibilities of the G&F committee.
  - **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 (Student):** Selected from the general membership of the organization. Must be a student member of TxABA at the time of appointment.
  - **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.
- **Grant Consultant:** The grant consultant will be appointed by the G&F committee by majority vote and must be approved by the Executive Director. The consultant will help identify grant opportunities that are relevant for TxABA and assist with developing and writing grant applications. The consultant will serve as a non-voting member of the G&F Grant Obtainment subcommittee.

## Authority and Responsibilities

Acting with the Executive Director, the Grants & Funding Committee is charged to:

- 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:
  - Has in place 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

## Sub-Committees

The G&F Committee may establish sub-committees as necessary which will be charged with planning and organizing specific programs and services approved by the Executive Council.

The G&F Committee shall have two standing sub-committees—the Grant Obtainment Sub-Committee and the Awarding Sub-Committee—whose information are listed below.

### Grant Obtainment Sub-Committee

The Grant Obtainment Sub-Committee shall be comprised of a minimum of two (2) members. These members may be existing G&F Committee members, or other individuals deemed qualified by the G&F Committee. Any sub-committee members not already on the G&F Committee may be appointed to a sub-committee by majority vote of the G&F Committee.

The Grant Obtainment Sub-Committee shall have the following responsibilities:

- 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

### Awarding Sub-Committee

The Awarding Sub-Committee shall be comprised of a minimum of two (2) members. These members may be existing G&F Committee members, or other individuals deemed qualified by the G&F Committee. Any sub-committee members not already on the G&F Committee may be appointed to a sub-committee by majority vote of the G&F Committee.

The Awarding Sub-Committee shall have the following responsibilities:

- Develop a call for applications, member application process, and evaluating, awarding, and disseminating process
- Evaluate grant and scholarship applications and award grants and scholarships
- Evaluate and provide awards for student posters at the Student Poster Competition held at the annual TxABA conference

