

FOUNDERS FUND REPRESENTATIVE TO GCA

The Founders Fund Club Chair is the important link between the GCA Founders Fund Committee and her club. She encourages her club to submit a Founders Fund project and present it as an attainable goal. The Founders Fund Club Chair presents the Founders Fund finalists to her club members and manages the club's voting during a January, February or March Club Meeting. The President records the results of the club's vote on the Founders Fund landing page.

If applicable, she reports on the status of her club's Founders Fund grant winning project to the Founders Fund Committee. To propose a project for the Founders Fund grant, the Chair must read the [Procedures for Proposing a Project](#) resource on the GCA Founders Fund Committee webpage: www.gcamerica.org/members/foundersfund.

When the Founders Fund projects have been published, the Website Administrator should be so informed so she can post a notice on our home page encouraging members to visit the Founders Fund Webpage.

At the end of each program year the Chair is responsible for preparing a year-end report of the activities of the committee to be presented at the Annual Meeting. This should be provided to both the President and the Recording Secretary 1) electronically in advance of the meeting and 2) brought to the meeting as a hard copy. A hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copies of other materials to be archived.