



CHICAGO TEACHERS UNION FOUNDATION SELECTION COMMITTEE APPLICATION 2018

OVERVIEW

The Chicago Teachers Union Foundation's (CTUF) mission is to develop networks that advance education for students, advocate for teachers and resource underserved communities through grantmaking. The Grant Selection Committee is critical part of the implementation and execution of CTUF's grantmaking effectiveness.

CTUF currently seeks current educators, paraprofessionals, and or retired educators to serve on the Grant Selection Committee, supporting CTUF's Executive Director in achieving the organization's philanthropic mission of awarding grants to community-based organizations aligns with CTUF's mission.

SELECTION COMMITTEE MEMBER DEFINED

The Grant Selection Committee is a group of members voted in by the CTUF Board of Directors to participate in the grant proposal review and selection process for the Chicago Teachers Union Foundation. Grant proposals are submitted by community-based organizations to CTUF for funding considerations. The selection committee consists of 7 voting members – one permanent seat held by the CTUF Executive Director and the other four new seats on rotating terms of two years for each individual. The current two members will each serve one-year term. Members of the CTUF Selection Committee act on behalf of CTUF's constituents, including grant recipients, funders, CTU members, and community stakeholders.

SELECTION COMMITTEE MEMBER ROLE & RESPONSIBILITIES:

The Grant Selection Committee will work closely with CTUF Executive Director. The basic responsibilities of the Grant Selection Committee Member include, but are not limited to:

- Review all grant proposal submitted by the community based organizations
- Conduct site visits of grantees and or grant applicants
- Determine how the grant applicant program aligns with CTUF's mission
- Monitor proposed program effectiveness through progress reports and site visits
- Define prerequisites for potential new Grant Selection Committee Members, orient these new members, and periodically evaluate new grant selection committee member performance relative to renewal.
- Adhering to legal, ethical standards and norms
- Clearly define and articulating the CTUF's mission, accomplishments and goals to gain support from the community and enhancing our public image.

DECLARATION OF CANDIDACY

The Grant Selection Committee Member positions require significant time and energy; a commitment up to six hours per month. Candidates are urged to consider personal priorities for the next year as well as the ways in which they contribute to the development of the CTUF.

TO APPLY:

Submit the Grant Selection Committee Member Application (page 2 of this document) and your résumé / CV **by May 18, 2018 5:00PM (CT)** to: Executive Director, Carmen Curet, committee@ctuf.org. Please write CHICAGO TEACHERS UNION FOUNDATION GRANT SELECTION COMMITTEE APPLICATION in the subject line. NO PHONE CALLS PLEASE.

NOTIFICATION DATE:

May 25, 2018 – Grant Selection Committee Member applicants will be notified regarding their applications status.

June 8, 2018 – The CTUF Board of Directors will make final selection of members, selected applicants will be notified shortly thereafter.

ELIGIBILITY AND QUALIFICATIONS:



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Active (classroom teachers), paraprofessionals and or retired members of the Chicago Teachers Union in good standing; active participation in school and professional activities; participation and/or leadership in union activities, and professional knowledge.

INELIGIBILITY

Employees of the CTU and CTUF, full time or part-time are ineligible to apply. You must have 1 year of separation as a fulltime and or part-time employee from CTU/CTUF to become eligible.

Grant Committee Selection Process:

1. Executive Director will collect applications.
2. CTUF Executive Board will review and approve final applications.

Time and Special Considerations:

Members will:

- Serve a two-year term.
- Participate in grant proposal reviewing workshops.
- Keep all deliberations of the selection committee confidential.
- Make reasonable effort to attend all meetings a year.
- Attend at least three site visits to potential grantees during selection process.
- Attend at least two Chicago Teachers Union Foundation's events or grantee events and activities each year.
- Volunteer two hours of service per month with CTUF.

Contributions and Donations: All selection committee members are required to support for a "give or get" fundraising commitment of a minimum of \$500 per year contribution to one or more the Chicago Teachers Union Foundation campaigns: (Student Special Assistance Fund, Public Scholarship Pathways for Chicago Public Schools (CPS) high school students, Restorative Practice Training for Educators and Students or Career Pathways: Vocational Training for Students and Teachers).



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GRANT SELECTION COMMITTEE MEMBER APPLICATION

Application for Selection Committee Member Candidacy

Name	
School/Retirement Date	
Current Job Title Status	
Contact Details	
Address	
Telephone	
Cell Phone	
E-mail	

To better understand how your experience and views currently align with CTUF's mission, please answer the following. Response limit, 2-pages., attach pages as necessary.

1. Briefly describe your academic and professional background, and other relevant experience.

2. Why do you seek a position on the Chicago Teachers Union Foundation's Grant Selection Committee?

3. Briefly outline the specific skills you bring, or contributions you hope to make to the Chicago Teachers Union Foundation's Grant Selection Committee.



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CHICAGO TEACHERS UNION FOUNDATION

Confidentiality and Conflict of Interest Policy and Disclosure Form

CONFIDENTIALITY

As a member of the Selection Committee, I recognize that I owe a fiduciary duty of care to the CHICAGO TEACHERS UNION FOUNDATION. This includes a duty of confidentiality. All information and documentation that I receive from CHICAGO TEACHERS UNION FOUNDATION and others in connection with my service on the Selection Committee Member will be treated with strict confidentiality. Neither the contents nor the existence of this information or documentation will be shared with anyone other than the officers, directors, employees, and authorized agents of CHICAGO TEACHERS UNION FOUNDATION, I will direct any questions regarding my confidentiality obligations to the CHICAGO TEACHERS UNION FOUNDATION chairman of the Selection Committee Member.

CONFLICTS OF INTEREST

As a member of the Grant Selection Committee I recognize that I owe a fiduciary duty of loyalty to CHICAGO TEACHERS UNION FOUNDATION. This duty requires me to avoid conflicts of interest and to act at all times in the best interests of CHICAGO TEACHERS UNION FOUNDATION. The purpose of the conflicts of interest policy (set forth below) is to help inform the Selection Committee Member about what constitutes a conflict of interest, assist the Selection Committee Member in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Selection Committee Member as described below:

1. Selection Committee Member have a fiduciary duty to conduct themselves without conflict to the interests of CHICAGO TEACHERS UNION FOUNDATION. In their capacity as Selection Committee Member they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of CHICAGO TEACHERS UNION FOUNDATION.
2. A conflict of interest is conduct, a transaction or relationship that presents or might conflict with a Selection Committee Member's obligations owed to the CHICAGO TEACHERS UNION FOUNDATION and the Selection Committee Member personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to CHICAGO TEACHERS UNION FOUNDATION. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Selection Committee Member (or CHICAGO TEACHERS UNION FOUNDATION Executive Committee) members – with the interested Selection Committee Member recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interests shall be disclosed by Selection Committee Member to the CHICAGO TEACHERS UNION FOUNDATION Executive Committee through the annual disclosure form and/or to the Selection Committee Member whenever a conflict arises. Disinterested members of the CHICAGO TEACHERS UNION FOUNDATION Executive Committee shall make a determination as to whether a prohibited conflict exists and what subsequent action is appropriate (if any). The CHICAGO TEACHERS UNION FOUNDATION Executive Committee shall inform the Selection Committee Member of such determination and action. The Selection Committee Member shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.



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On an annual basis, all Selection Committee Member shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the CHICAGO TEACHERS UNION FOUNDATION Executive Committee, as well as all other conflict information, if any, provided by Selection Committee Member.



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CONFLICTS OF INTEREST ACKNOWLEDGMENT AND DISCLOSURE FORM

I have read the conflicts of interest policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a CHICAGO TEACHERS UNION FOUNDATION Selection Committee Member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Chicago Teachers Union Foundation in writing.

Disclosure of Actual or Potential Conflicts of Interest:

I acknowledge and agree that my selection for service on the Selection Committee Member and the opportunities made available to me by serving on the Selection Committee Member constitute good and valuable consideration for entering into this agreement, the receipt and sufficiency of which I hereby acknowledge.

In my individual capacity:

Signature: _____

Name: _____