

Event Role Title: Committee Member

Team: Grants Committee

Department: N/A

Team Description

As part of our regional agreement with Burning Man, Burning Seed is required to inject 10% of its net profit into the burner community outside of the event. The role of the Grants Committee is to devise an application process for access to those funds, as well as a set of criteria by which to judge the applications.

Role Summary/Purpose:

Determine the scope of projects Burning Seed would like to fund through these grants and devise a fair and transparent means of distributing them.

Working relationships:

- Town Council
- Comms team
- Engine Room Facilitator
- Other grants committee members

Time Commitment:

- **1-3 hours per week**

Duties/Responsibilities

- Agree on a set of guidelines as a framework for how the committee will work together
- Decide what types of projects to fund through these grants and how much to award
- Devise an application process and a set of criteria by which to judge the applications
- Work with Town Council to ensure the process meets our agreement with Burning Man
- Create an implementation plan, including ongoing recruitment strategy for the grants committee

Necessary Qualities, Knowledge and Experience:

- Has attended Burning Seed previously and has some familiarity with the culture
- A desire to serve the burner community
- Consistent access to a computer and the internet
- Ability to work collaboratively in a group with integrity and respect
- Strong communication skills, especially in an online environment
- Ability to learn and use new software

Desirable Qualities, Knowledge and Experience:

- Experience with writing or judging grants
- Financial expertise
- Administrative expertise
- Experience designing processes
- Procedural documentation and reporting experience

- Communications or marketing qualifications
- Project management experience
- Community engagement experience
- Experience with Google Suite, Xero, Slack, and/or Zoom

How to Join: [Complete this form.](#)

Version and date: v1 (3 December 2019)