MBSK Youth Development Grant Review Committee Goals

Member Goals and Responsibilities

This document has been updated for the City of St. Petersburg Youth Development Grant Review Committee (YDGRC) on May 2, 2022.

**Purpose:** The purpose of the YDGRC is to promote the education, workforce participation, and enrichment of at-risk youth living in St. Petersburg.

**Time Commitment:** Committee members are asked to make the following time commitment:

- Attend one (1) YDGRC orientation
- Attend two (2) YDGRC training sessions spaced out over the course of the grant review period.
- Attend two (2) grant review sessions.
- Attend one (1) grant review recap meeting.
- Other meetings that the YDGRC deem appropriate by a majority vote.

**Goals:** The goals of the YDGRC shall be to:

- Review all Youth Development Grant applications received and to make recommendations to the Mayor for funding based on the criteria and conditions set forth in the Youth Development Funding Guidelines and Application.
- Advance the education, workforce participation, and general well-being of at-risk youth residing in the City of St. Petersburg which includes addressing their need for achieving academic success and financial independence.
- Assure the program(s) or services provided by the organizations are designed to advance the goal of serving at-risk youth.

**Members Knowledge, Skills, and Qualifications:**

- A commitment to service and recognition of the needs of the youth of the city of St. Petersburg.
- An interest in and familiarity with local organizations that serve youth in the city of St. Petersburg.
- The ability to maintain fairness and objectivity.
- Possess the ability to evaluate and analyze budgets and funding requests.
- The ability to express him/herself clearly and concisely.
- The ability to establish and maintain effective working relationships with other board members and staff.
- Not be compensated by an agency competing for, or in competition with an agency applying for, a Youth Development Grant. If this conflict exists, this must be stated during the scoring and funding deliberation process.

**Responsibilities:**

- Members are expected to dedicate the time necessary to adequately complete the required tasks/functions of this Committee.
• The primary time commitment involves reading and rating YDG applications and participating actively in the deliberations and recommendations meeting.
• Members are also expected to participate in occasional committee meetings that may be scheduled throughout the year.
• There is no meeting date/day for this committee. Meetings are limited to occasions when committee input or action is required.
• As an appointed member of an official City Board, members are required to adhere to guidelines set forth in the State of Florida Sunshine Law. The primary purpose of the Sunshine Law is to ensure all discussion and deliberation concerning the business of a committee is done in a way that allows the public to see how and why the committee decisions are made. Information on the Sunshine Law is provided and reviewed by the City’s Legal Department at the time of the Committee’s training.
• Due to the important nature of the work for which this Committee is responsible, it is essential that members follow through on their commitment.
• Failure to complete service, absenteeism, and/or any conduct unbecoming an appointed member of an official City Board may be reason to ask for a resignation.
• Members serve an important role in representing the City of St. Petersburg in the area of youth development. In such role, any publicity whereby a member identifies him/herself as a member of this committee must be approved by City staff.

**Appointment to the Committee:**

The YDGRC shall consist of eight (8) members. Four (4) members shall serve a term of one (1) year. The additional four (4) shall serve a term of two (2) years. Should members on the Committee need to be replaced because of resignation or incapacity, vacancies will be filled by appointment for the balance of the term. A chair and a vice chair will be elected from the members by a majority vote of the committee.

Members are appointed to the Committee by the Mayor.

Candidates can submit their application online using the JotForm found at: stpete.org/YDG

Candidates who choose to apply by mail should forward a cover letter and a resume to:

Mayor Kenneth T. Welch
c/o Leah McRae, Esq.
RE: Youth Development Grant Committee
P.O. Box 2842
St. Petersburg, FL 33731-2842