



Northfield Township

Human Services Review Commission

List of Charges

1. Upon receipt of the funding applications, the commission meets. At that meeting the commission members will receive their agency assignments for the chair. Each member will have approximately the same number of agencies to review.
2. Each commissioner reviews the application for the agencies assigned and fills out the evaluation form.
3. Each commissioner visits each assigned agency at least once by appointment, in order to gain a complete understanding of the agency, including any significant changes that have occurred within the past year, its mission and its direct impact on Northfield Township residents.
4. The commission meets as a whole in November and December as needed. Each commissioner presents the result of her/his study. Together, the commission develops funding recommendations that are in line with the commission's mission statement and available funding.
5. After the funding recommendations are finalized, the commission appends a brief narrative, stating why it has recommended each allocation, amount requested, amount allocated and number of residents served.
6. When the recommendations and the narrative are delivered to the township office, these are sent to the board members immediately. Board members finish reviewing these materials during the month of December and January and send any questions to the Community Coordinator so that they can be forwarded to the commission members if necessary.
7. The board votes at the February meeting and approves the allocations.