

LYDIA Fund Board Member Activities and Responsibilities

- Business meetings
 - Participate in monthly business meetings and e-mail dialogues regarding interviewee selections, grant amounts, policy, strategy, upcoming events, etc.
 - Record/publish meeting minutes
- Applications
 - Receive completed applications and make them available to all Board members
 - Review applications and assign rankings
 - Maintain database containing summary of key information from applications and applicant rankings
- Interviews
 - Select interviewees
 - Arrange interviews with applicants
 - Participate in interviews of applicants (listen, question, pray, encourage)
- Grants
 - Issue grants to couples (via their adoption agency)
 - Maintain database of grants given
- Donations
 - Support LYDIA Fund fundraising
 - Receive/deposit donations
 - Prepare/mail thank you notes to donors
- Financial/legal
 - Maintain financial records
 - Purchase administrative supplies
 - Research and apply 501(c)(3) tax regulations.
- Newsletter
 - Produce periodic newsletter
 - Maintain database of newsletter subscribers
- Website
 - Maintain website
- General communications
 - Respond to general questions from potential applicants and others who are interested in adoption
 - Follow up with applicants as needed before and after interview