



## **Review Panel Member**

### **Mission**

Family League of Baltimore serves as an architect of change in Baltimore by promoting data-driven, collaborative initiatives and aligning resources to create lasting outcomes for children, families and communities.

For more information, please visit the Family League's website at [www.familyleague.org](http://www.familyleague.org).

### **Position**

Family League of Baltimore convenes an independent review panel to rate and score proposals submitted in response to a Request for Proposals (RFP). This panel represents experience and knowledge in the fields of human service provision and programmatic oversight of the types of services and resources being developed. This experience will be shared from the perspectives of service professionals, community members, and parents and/or family members of children and youth who may have been consumers of similar services. Specific Review Panel responsibilities include:

- Attending review panel member orientation/training meetings as scheduled for a Family League RFP
- Independently reading proposals submitted in response to a Family League RFP
- Using a rubric to score the programmatic and financial merits of the proposals
- Submitting scores and comments to Family League through its web-based Grants Management System (GMS) or other applicable platforms
- Attending consensus meetings with other review panel members to discuss ratings and gain consensus on recommendations for funding
- As applicable, attending interviews with recommended finalists

### **Conflict of Interest and Confidentiality**

Review panel members shall act with discretion when reviewing proposals and should refrain from reviewing proposals of organizations that may present such a conflict. An applicant's proposal will contain information that may not be readily available to the general public. All review panel members are expected to maintain the confidentiality of such information.



**Page 2**

**Qualifications**

This is an extraordinary opportunity for an individual who is passionate about the Family League's mission, improving lives of children, youth and families in Baltimore and who has a track record of board leadership.

Ideal review panel members will have the following qualifications:

- A commitment to and understanding of the Family League's constituents, preferably based on experience
- Personal qualities of integrity, credibility and a passion for improving the lives of children, youth and families
- A Baltimore City resident