

# METROWEST HEALTH FOUNDATION

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April 10, 2019

Melissa Malone  
Town Administrator  
Town of Natick  
13 East Central Street  
Natick, MA 01760

Dear Melissa:

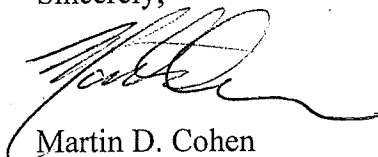
I am writing to inform you that as of May 31, 2019, the current three-year term of Natick resident Virginia Seery as a member of the MetroWest Health Foundation's Leonard Morse Grants Panel will expire. Ms. Seery has been a wonderful addition to the Panel and is eligible to serve one additional term.

In accordance with the foundation's bylaws, four of the five slots on the Leonard Morse Grants Panel must come from nominations from the Natick Board of Selectmen. The foundation's board of trustees will make the final selection of members from these nominations.

Nominations should be sent to Anna Cross, Chair of the Nominating Committee at the address above. A description of the roles and responsibilities of the Leonard Morse Grants Panel is attached. I would also be happy to meet with you or the selectmen should there be any questions about the foundation's work and that of the Leonard Morse Grants Panel.

We look forward to receiving nominations from the Board of Selectmen.

Sincerely,



Martin D. Cohen  
President/CEO

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## Position Description

**Position Title:** Leonard Morse Grants Panel Member

### **Brief Description of Duties:**

The five-member Leonard Morse Grants Panel oversees the distribution of certain restricted funds of the MetroWest Health Foundation which may, but need not be, exclusively focused on the needs of the Natick community. The Panel is responsible for ensuring that the use of these funds is in keeping with the mission and purposes of the Foundation, and is directed to meeting the unmet health needs of the Natick community.

### **Minimum Requirements:**

Leonard Morse Grants Panel Members shall be Natick residents that possess skills and experience that can contribute to the purpose and mission of the Panel and Foundation. The Panel shall have a diversity of exposure and interests so as to reflect the broad interests of the Natick community. No Panel member shall represent any particular group or special interests except only the broad interests of the Natick community.

### **Specific Duties:**

- To become and remain familiar with the work, policies, and programs of the Panel and Foundation.
- To become and remain familiar with issues related to the health of the community, including unmet health needs, and the role of philanthropy in society.
- To bring to the attention of the Panel and Foundation community health issues and concerns which the Panel may wish to address.
- To read, review, score, discuss, and make recommendations regarding grant applications and proposals that are brought before the Panel.

- To assist the Foundation in monitoring grants and programs funded through the resources of the Panel.
- To ensure that there are no conflicts of interest or acts of self-dealing in the work of the Panel; to immediately disclose any possible conflicts of interest regarding the work of the Panel, including grant awards; and, to immediately excuse oneself from discussion and voting on any matter for which there may be a possible conflict of interest.
- To hold in confidence information about grant decisions or other aspects of the Panel's work that may be deemed to be sensitive in nature.
- To prepare for, regularly attend, and actively participate in Panel meetings.
- To promote the work of the Panel and Foundation in other venues throughout the MetroWest community.

**Desired Attributes:**

The Panel conducts its work through deliberations that generally lead to decisions by consensus. It is therefore important that members come with an open mind, willing to listen to the arguments pro and con about each grant proposal. Members should be knowledgeable about the community and the issues faced by residents. Knowledge about health and health care is desired but not required.