

COMMUNITY OUTREACH

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval;
5. Shall maintain NCSC emails that are provided for this role;
6. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
7. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
8. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
9. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
10. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
11. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
12. Shall maintain NCSC e-mails that are provided for each Committee;
13. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
14. Shall not go into a binding contract for the North Country Spouses' Club;
15. Shall chair the annual Community Outreach Grant Meeting meetings consisting of one board member, two general membership members, and the NCSC President;
16. Shall coordinate any special events related to Community Outreach. May appoint a chairperson(s) to assist with said special events. Any appointed chairperson for a special event shall not have a vote at governing board meetings;
17. Shall publish and maintain Community Outreach applications.
18. Shall work with the Publicity to publish and publicize the Community Outreach Process;
19. Shall investigate community needs and requests for assistance and submit finding and recommendations to the Governing Board;
20. Shall compile a list of recipients of monthly donations collected at socials, coordinate with recipients and ensure delivery of all donations.
21. Shall collaborate with the Scholarship Chair and Thrift Shop Vice Chairman to set a date, secure the location, obtain the guest speaker and see to it that all preparations for the scholarships/grants ceremony are accomplished in a timely manner;
22. Shall be the Master of Ceremonies for the grants portion of the Scholarship/Grants ceremony;
23. Shall along with the President award recipients at the grants portion of the Scholarship/Grants ceremony;
24. Shall send all grant recipients an approval letter and an invitation to the Scholarship/Grants Ceremony;
25. Shall send emails to all applicants not receiving a grant;
26. Shall turn over a recipient list to the Treasurer with names and amount awarded of grant recipients;