

COMMUNITY OUTREACH:

1. Shall chair the annual Community Outreach Meeting, consisting of the President, Advisor, Treasurer, and the Honorary Presidents, (the aforementioned members shall not have a vote) four (4) other General Membership members and one (1) Honorary Member. The voting members on the committee shall be the four (4) General Membership Members and the Honorary Member;
2. 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;
3. Shall publish and maintain Community Outreach applications. Shall publicize Community Outreach application process;
4. Shall investigate community needs and requests for assistance and submit finding and recommendations to the Governing Board;
5. Shall compile a list of recipients of monthly donations collected at luncheons, coordinate with recipients and ensure delivery of all donations.

All committee chairpersons shall attend Governing Board meetings, General Membership Meetings, and NCSC functions. All committee chairpersons shall be a voting member of the Governing Board (in the event a position is co-chaired, they shall only have one vote). All committee chairpersons shall assume any duties deemed necessary by the President. All committee chairpersons shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting. All committee chairpersons, with the Presidents approval can appoint co-chair(s) to assist with duties as needed. The committee chair holder will have only one vote at board meetings. All committee chairs shall maintain and update Board Notebooks to include:

1. Shall have a complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP;
2. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
3. Notebooks and all job related material are to be given to successors at the joint Governing Board meeting in May;
4. Shall maintain NCSC e-mails that are provided for each Committee;
5. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
6. Shall not go into a binding contract for the North Country Spouses' Club.