

BOOK BANK CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

8.03 Appointive Standing Committees.

(a) Philanthropic Programs Committees.

(2) Book Bank. This committee shall be composed of the Chair and members as deemed necessary to plan and implement a literary program for children and to purchase appropriate books.

General Responsibilities of a Philanthropic Program Chair

The Chair shall:

1. Attend Book Bank meetings in a voting capacity and submit required reports to the First Vice President, Philanthropic Programs.
2. Conduct Book Bank Committee meetings as needed.
3. Appoint Book Bank Committee members subject to Board approval.
4. Serve as a member of the Philanthropic Programs Committee.
5. Submit a proposed budget to the First Vice President, Philanthropic Programs for the succeeding year.
6. Manage the Book Bank budget and approve invoices and vouchers.
7. Maintain a Book Bank procedure book and/or electronic records file on the Master Data File.
8. Submit requested reports, including a year-end summary, to the First Vice President, Philanthropic Programs.
9. Submit job description changes to the First Vice President, Philanthropic Programs for review and delivery to the Bylaws Chair in accordance with Bylaws 8.02 (f).

Specific Chair Position Responsibilities

The Chair shall:

1. Confirm members who would like to serve on the committee.
2. Appoint a co-chair as needed.
3. Contact Title One elementary and middle school librarians and Head Start Coordinators to inform them about the Book Bank program. Obtain the number of books by grade needed to provide each student with their own book.
4. Oversee the purchase and distribution of books to participating schools. Arrange direct delivery to schools if possible.
5. Contact the Salt Lake School District Director of Early Childhood Education to get the name of the book title chosen for the national "Read for the Record" program. Oversee purchase and delivery of the book title chosen for participating schools in the Salt Lake Valley.
6. Consult with Consociates and other Assistance League of Salt Lake City philanthropic program chairs to determine if books are needed, i.e., Baby Bundles, Operation Healthy Teeth, or other programs.
7. Upon notice of delivery of books to each school from the vendor, send a letter to the school explaining the mission of Assistance League of Salt Lake City and stating the number and value of books donated for each child to take home. Arrange delivery of books by volunteers as necessary for books not sent directly to schools by the vendor, and ensure the same letter is included.
8. Any undistributed books should be delivered to other non-profit or charitable organizations, e.g., Primary Children's Hospital, Ronald McDonald House, Shriners' Children's Hospital, as needed. If budget remains, books may be ordered and sent directly to these organizations. Ensure that all books have been distributed by Assistance League of Salt Lake City's fiscal year-end (May 31).

Technology: Microsoft Word, email proficiency.