

CONSOCIATES CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.02 Elective Standing Committees

(d) Consociates Chair. The Consociates Chair shall chair this committee. The duties of this committee shall be to coordinate the policies and activities of the chapter and the Consociates Auxiliary. The Consociates Chair shall be elected by and from the Consociates Auxiliary and serve as the Consociates Auxiliary voting representative to the Board.

General Board Responsibilities

The Chair shall:

1. Attend Board meetings in a voting capacity and submit required reports to the President and the Board.
2. Conduct Consociates Auxiliary governing body meetings as needed.
3. Appoint Consociates Auxiliary Appointive Standing Committee Chairs and committee members subject to Consociates' governing body approval.
4. Serve as an ex-officio member of all Consociates Auxiliary Committees except the Nominating Committee.
5. Submit a proposed budget to the chapter Finance Committee for the succeeding year.
6. Manage the Consociates Auxiliary budget and approve invoices and vouchers.
7. Maintain a Consociates Chair procedure book and/or electronic records file.
8. Prepare and submit a year-end Final Report to the President by the specified deadline. Place in the Consociates Auxiliary procedure notebook and/or electronic records file and Master Data File.
9. Submit job description changes to the Bylaws Chair in accordance with Bylaws 8.02 (f).

Specific Position Responsibilities

The Chair shall:

1. Appoint special committees by direction of the governing body or membership.
2. In consultation with the Vice Chair, Resources Development, initiate Karen S. Johnson Woman of Distinction nomination process and maintain a list of nominees who shall remain in the pool for not more than three years.

3. Maintain electronic copies (MS Excel and Word preferred) of pertinent Consociates documents including, but not limited to, auxiliary membership list (obtained from ALSLC Member Services Chair at the beginning of each fiscal year); Program Agreements with agencies, hospitals and clinics; meeting agendas and minutes; current Policies and Job Descriptions; yearly calendars of meetings, events, and Nominating Committee schedule; and budgets. Add these files to the chapter's Master Data File (MDF) routinely and by the end of the fiscal year.
4. Before the August meeting, lead an orientation/retreat for governing body members and distribute materials pertinent to each officer's position and governing body as a whole.
5. Review and execute agreements with Baby Bundles and Assault Survivor Kits® program and other project participant entities as needed or as directed by the Board and maintain hard-copy file of original signed Agreements.
6. Maintain a confidential group email distribution list of Consociates members to send meeting reminders and gather RSVPs.
7. Act as the point person for communications with the chapter.
8. Facilitate the transition in leadership by passing on Consociates procedure books and/or electronic files. Be available for ongoing training of the successor, as needed.
9. Review and process vouchers for reimbursement.
10. Appoint a Consociates member to monitor the meeting process to ensure the policy is followed.

Technology: Microsoft Office 365 (OneDrive, Word, Excel, Outlook)