

FIRST VICE PRESIDENT/PHILANTHROPIC PROGRAMS

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

6.03 First Vice President/Philanthropic Programs. The First Vice President shall:

- (a) Be Chairman of the Philanthropic Programs Committee;
- (b) Appoint, with Board approval, Chairs of Philanthropic Programs committees;
- (c) Coordinate and advise Philanthropic Programs committees;
- (d) Be a member of the Philanthropic Programs committees; and
- (e) Report at meetings of the Board and membership.

8.02 Elective Standing Committees.

(a) Philanthropic Programs. The First Vice President/Philanthropic Programs shall be Chairman of this committee. This committee shall be composed of the Chairs of the philanthropic programs committees and members as deemed necessary to administer philanthropic programs.

8.03 Appointive Standing Committees.

(a) Philanthropic Programs Committees.

(1) Act III. This committee shall be composed of the Chair and members as deemed necessary to prepare and present entertainment programs to residents in care facilities.

(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.

(3) Brighter Tomorrows. This committee shall be composed of the Chair and members as deemed necessary to provide appropriate clothing for referred individuals returning to the work force or school.

(4) Eye on the Community. This committee shall be composed of the Chair and members as deemed necessary to provide aid in response to identified or emerging community needs that are not met by other Assistance League of Salt Lake City programs.

(5) Operation Healthy Teeth. This committee shall be composed of the Chair and members as deemed necessary to facilitate the provision of dental treatment and/or dental hygiene education to referred individuals.

(6) Operation School Bell®. This committee shall be composed of the Chair and members as deemed necessary to provide new clothing, supplies and other needs to school children.

General Board Responsibilities

The Chairman shall:

1. Attend Board meetings in a voting capacity and submit required reports to the President and the Board.
2. Conduct Philanthropic Programs Committee meetings as needed.
3. Appoint Philanthropic Programs Committee Chairs and committee members subject to Board approval.
4. Serve as a member of the Finance Committee.
5. Submit a proposed budget to the Finance Committee for the succeeding year.
6. Manage the Philanthropic Programs budget and approve invoices and vouchers.
7. Maintain a Philanthropic Programs 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 Philanthropic Programs procedure notebook and/or electronic records file and Master Data File.
9. Submit job description changes to the Bylaws Chairman in accordance with Bylaws 8.02 (f).

Specific Position Responsibilities

The Chairman shall:

1. In the absence of the President and President-Elect, assume the duties of the President.
2. Obtain a written report from each philanthropic program chair and provide a summary to the Board.
3. Encourage philanthropic program chairs to send articles and information to the Chapter Newsletter Editor.
4. Assist philanthropic program chairs in establishing and maintaining their program budgets and financial records; submit philanthropic program budget change requests to the Finance Committee.
5. Direct philanthropic program chairs to propose a budget for the succeeding year for submission to the Finance Committee by the specified date.
6. Assist each philanthropic program committee in identifying improvements to existing programs.
7. In the event a new program is adopted by the Board and membership, submit the required Program Selection Report (PSR) to the National Philanthropic Program Consultant. Renew and update PSRs as needed.
8. Ensure that individual philanthropic program chairs have signed agreements with all participating organizations.
9. Be familiar with Standing Rule 4.05 which describes the duties of each program.

Technology: Microsoft Word, email.