

OPERATION SCHOOL BELL® CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

8.03 (a) Appointive Standing Committee; Philanthropic Programs Committee

(6) Operation School Bell. This committee shall be composed of the Chair and members as deemed necessary to purchase and distribute new clothing to disadvantaged school children referred by school personnel.

The Operation School Bell Chair is appointed by the First Vice President, Philanthropic Programs, and approved by the Board. The chair is responsible to provide leadership and manage the Operation School Bell (OSB) program according to chapter policies and annual goals as established by the OSB Committee and approved by membership. This position may be co-chaired.

The responsibilities of the chair are to:

1. Organize the OSB Committee.
2. Appoint sub-committee managers:
 - a. Purchasing/Receiving Manager
 - b. Inventory Manager
 - c. Distribution Manager
 - d. Junior High Shopping Manager
 - e. OSB Office and Data Manager
3. Establish, with committee members, the fiscal year program goals and timeline and submit to the First Vice President, Philanthropic Programs.
4. Train OSB managers.
5. Manage the OSB budget including:
 - a. review monthly budget reports and resolve discrepancies with the treasurer
 - b. approve all invoices, credit card charges and vouchers and submit to the treasurer
 - c. submit a budget for the succeeding year based on the OSB committee evaluation and recommendations to the First Vice President, Philanthropic Programs and the Budget and Finance Chair.
6. Be a member of the Philanthropic Programs Committee and provide monthly OSB committee reports.
7. Approve the expense, scope and content of any OSB distributions in addition to the approved fiscal year distributions.
8. Be a member of the House Operations Committee.
9. Conduct an annual clothing and equipment inventory as directed by the Finance Chair.
10. Conduct the OSB committee program evaluation at the end of the school distribution period.
11. Submit an OSB Program Annual Report to the First Vice President, Philanthropic Programs and Chapter President by April 15.
12. Review OSB committee structure, timeline, sub-committee managers' job descriptions and program responsibilities and submit any recommendations or changes to the OSB committee and the First Vice President, Philanthropic Programs by June 1.