

Jardineros de Placitas

Job Description - BENEVOLENCE CHAIR

BYLAWS REFERENCES:

Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

Article IX

Sec. 1: There shall be the following Standing Committees: Benevolence, Community Service, Constitution and Bylaws, History, Refreshments, Membership, Nominating, Program, Website, and Yearbook.

Sec. 2: The Benevolence Committee

(a) in coordination with the Treasurer, shall present to the membership formal recommendations for donations; and

(b) shall carry out the applicable Standing Policies in the event of the illness or death.

Sec. 3: The Community Service Committee . . . shall partner with existing organizations where possible, shall identify worthy projects and share them with the Benevolence Committee for consideration, shall inform the Club membership about community activities and shall tap the resources of the Club membership to aid in the execution of the plan.

STANDING POLICY REFERENCES:

6. In the event of serious illness of a member, a plant or flowers will be sent. A plant, flowers, or donation to a designated charity will be sent upon the death of a member or of a person in the member's household. Cost of flowers or donation may be between \$25.00 and \$50.00.

7. Club contributions to charitable organizations are limited to organizations that provide services in Sandoval County. Such contributions, or the reimbursement of a Club member for expenditures related to such contributions, may not be made from Club moneys without prior approval.

Approval shall be granted only through one of the following procedures:

a. Inclusion of the contribution in the Club's annual budget approved by the membership;

b. inclusion of the contribution in the recommendations for donations presented by the Benevolence Committee and approved by the membership;

c. Inclusion of the contribution in the plan prepared by the Community Service Committee and approved by the Board of Directors.

11. Information about a member's illness or death in her family shall be shared with the Club membership at meetings or on the Club website only with the prior consent of the member. Interest group chairs and others having such information are asked to give the information to the Benevolence Committee.

GENERAL DUTIES:

A. Allocating Club donations

- Call committee meetings to decide how Club donations will be allocated. In January the Treasurer will advise the chair how much money is tentatively budgeted for donations. The budget is adopted at the March meeting; the amount available for donations might be changed from the draft budget

B. In case of Club member / family illness or death

- Provide that a get-well or sympathy card is sent to Jardineros members as appropriate
- Coordinate provision of food, flowers, etc. for funeral/memorial services, or in case of member illnesses.

C. The chair should maintain a working relationship between Benevolence and Community Service. Primarily involves sharing of information about organizations that may benefit from financial or service support from the Club.

D. The chair attends all Jardineros board meetings and performs such other duties as are assigned by the Board or the President.

COMMENTS AND SUGGESTIONS from predecessors:

Committee members can be assigned card-duty during specific times of the year or otherwise.

Updated September 2013