

# Jardineros de Placitas

## Job Description - COMMUNITY SERVICE 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. 3: The Community Service Committee shall design and execute a plan to make a positive impact in our community. The 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. The chair of the Committee shall present the plan to the Board of Directors for advice and approval before implementation.

### **STANDING POLICY REFERENCES:**

7. Club contributions to charitable organizations are limited to organizations which 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.

### **GENERAL DUTIES:**

A. The chair calls Community Service Committee meetings when necessary. The first committee meeting should be by the end of October or first of November to discuss the planning of activities for the upcoming year. The chair is to present the year's plan to the Board of Directors for advice and approval before implementation.

#### B. Club Collections

- Collections need to be decided and approved in time to be put in the Yearbook (i.e., sent to the yearbook editor by mid-November) and also given to the webmaster for the website
- Upon determination of the collections, the chair notifies the heads of the receiving agencies, to confirm what is to be collected and when this will happen.
- The chair appoints a person or persons to pick up each collection and make sure it is delivered to the respective agency. The agency should be notified in advance that Jardineros will be making a delivery to them.

#### C. Special Projects

- When possible, these projects should also be put in the Yearbook and website so that all club members know about the projects for the year
- The chair appoints a person or persons to sub-chair each project. The sub-chair(s) work on their specific project and report back to the chair. The chair shall make sure that the sub-chair is following through with the project. If not, the chair shall make sure the project is done
- The chair makes sure the committee, the website, and the club membership are updated on all of the activities.

#### D. Emergency Funds

- Community Service is budgeted for emergency funds for the year. If an emergency project becomes known, the chair shall review it with the Committee and bring it to the Board to get its approval to spend emergency funds.
- Upon approval, the chair shall see that the emergency project is implemented.

E. All announcements are copied for the Jardineros website so the Club is aware of meetings, activities, current projects and any Community Service emergencies.

F. The chair should maintain a working relationship between Benevolence and Community Service. Primarily, this means to advise Benevolence about organizations that may be appropriate for Club financial support.

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

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