Uplift Community Alliance®

ACT III UPLIFT BAND CHAIR
JOB DESCRIPTION

Position Summary

Act III Uplift Band supports Uplift Community Alliance's mission by providing entertainment to residents of assisted living facilities in the Salt Lake City area. The Chair serves as a member of the committee and coordinates and oversees the activities of the committee, including program selection, rehearsals and performance schedules.

General Responsibilities

- Comply with the Program Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Philanthropic Programs Committee, attend meetings and submit reports to the First Vice President, Philanthropic Programs.
- Manage the committee budget, approve and submit invoices and vouchers to the Treasurer.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the First Vice President, Philanthropic Programs
- Prepare and submit a year-end report as directed by the First Vice President, Philanthropic Programs.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Assign committee members to carry out responsibilities necessary to the program. These include
   - Scheduler
   - Vice Chair
   - Other positions as deemed necessary

2. Attend rehearsals and performances on a regular basis.

3. Record attendance and hours for all performances and rehearsals. Keep a numerical record of persons attending performances as well as all facilities involved.

4. Maintain updated facility contact information.

5. Confirm signed Agreements are on file for all facilities.

Competencies

Relevant Microsoft programs
Digital and electronic communication