Uplift Community Alliance®

BOOK BANK CHAIR
JOB DESCRIPTION

Position Summary

Book Bank supports Uplift Community Alliance's mission by providing new books for children in Head Start and Title I schools. The Chair oversees the program, including contact with the appropriate school employees, ordering books, tracking deliveries and submitting invoices.

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. Identify appropriate contacts in the selected school district.
2. Use Microsoft co-pilot to communicate with schools and Scholastic Sales Representative.
3. Follow up letters with a phone call to encourage participation.
4. Troubleshoot delivery problems.
5. Confirm that deliveries are correct.
6. Submit invoices for payment.

Competencies

Relevant Microsoft programs
Digital and electronic communication