Uplift Community Alliance®

BRIGHTER TOMORROWS CHAIR
JOB DESCRIPTION

Position Summary

Brighter Tomorrows supports Uplift Community Alliance's mission by providing clothing from Uplift Thrift® and vouchers for services from selected retailers for economically disadvantaged adults and teens/young adults entering the workplace, continuing their education, recovery or setting up new living quarters. The Chair oversees the program, including ordering of shoe and hair care vouchers, maintaining contracts with local referring agencies, coordinating with the thrift shop and preparing hygiene kits and gift bags for special events.

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 handle the following: agency contact/liaison, hygiene kits, Famous Footwear and Great Clips gift cards, pick-up and tallying of redeemed vouchers.

2. Communicate with the agencies through introductory, voucher and Agreement letters, phone calls and email.

3. Maintain adequate supply of hygiene kits, hair and shoe gift cards at Uplift Thrift.

4. Prepare gift bags for special events (Mother's Day, Father's Day) for selected agencies.

5. Maintain updated contact information for Great Clips and Famous Footwear.

6. Confirm signed Agreements are on file for all agencies.

Competencies

Relevant Microsoft programs
Digital and electronic communication