Uplift Community Alliance®

EYE ON THE COMMUNITY CHAIR
JOB DESCRIPTION

Position Summary
Eye on the Community supports Uplift Community Alliance's mission by responding to identified or emerging community needs that are not met by other Uplift programs. The Chair oversees the program, maintaining contact with current recipients and evaluating new requests for assistance.

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.

2. Determine ongoing needs of current recipients.

3. Evaluate and respond to new requests for assistance.

4. Keep an updated list of names and contact information for agencies served.

Competencies
Relevant Microsoft programs
Digital and electronic communication