Uplift Community Alliance®

OPERATION HEALTHY TEETH CHAIR
JOB DESCRIPTION

Position Summary

Operation Healthy Teeth supports Uplift Community Alliance's mission by partnering with local dentists to provide emergency dental treatment to children who have no other access to such care. The Chair manages the budget, maintains Agreements with our dental partners and monitors referrals for treatment and records of past and current clients.

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. Maintain communication with schools, dentists and agencies.

3. Maintain dentist list and required business agreement and proof of malpractice insurance.

4. Maintain Excel log of patients and estimate of expense and review invoices on an ongoing basis.

Competencies

Relevant Microsoft programs
Digital and electronic communication