Uplift Community Alliance®

UPLIFT SCHOOL KIDS CHAIR
JOB DESCRIPTION

Position Summary

Uplift School Kids is our flagship program which supports Uplift Community Alliance's mission by providing a full set of new clothes for needy students identified by counselors from local and Title One schools. The Chair serves as a member of the committee and oversees the activities of the committee, including ordering and maintaining inventory, receiving and processing referrals, assembling and delivering clothing bags.

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 ordering, inventory control, receiving and processing referrals, assembling and delivering clothing bags.

2. Submit a year-end count of inventory as directed by the Finance Chair (for the Audit conducted by our CPA).

3. Support the process of hiring a seasonal (June through November) worker, as needed. Train the employee for work for Uplift programs.

Competencies

Relevant Microsoft programs
Digital and electronic communication