Uplift Community Alliance®

UPLIFT SCHOOL KIDS SHOES CHAIR
JOB DESCRIPTION

Position Summary
Uplift Shoes supports Uplift Community Alliance's mission by providing shoes for students who have been identified by school counselors. The Chair oversees the program, coordinates contact with the schools, orders shoes, and ensures distribution.

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. Maintain an ongoing list (or Excel spreadsheet) of schools served, including contact person, number of shoes delivered and amount spent.

2. Select which schools to serve annually, making sure to rotate year to year, so that different schools are served.

3. Contact school counselors to invite their participation.

4. Provide a spreadsheet to each participating school to gather student name, grade and size.

5. Maintain a list of volunteers to help with purchase and delivery of shoes, as needed.

6. Coordinate purchase and delivery of shoes with school counselors.

Competencies
Relevant Microsoft programs
Digital and electronic communication