Uplift Community Alliance®

UPLIFT SHOPPING EVENTS CHAIR
JOB DESCRIPTION

Position Summary

Uplift Shopping Events supports Uplift Community Alliance's mission by providing middle school students in need with the opportunity to choose their own clothes and shoes from selected retailers. The Chair oversees the program, coordinates with schools, and schedules events and volunteers.

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 provide middle school students retail shopping opportunities including selection of retailers and coordination of event dates with middle schools.

2. Recruit member volunteers to assist at the shopping events.

3. Maintain updated retailer contact information.

4. Confirm signed retailer Agreements are on file.

Competencies

Relevant Microsoft programs
Digital and electronic communication