**Uplift Community Alliance®**

# UPLIFT THRIFT CHAIR
# JOB DESCRIPTION
Board Member

## Position Summary
The Uplift Thrift Chair oversees Uplift Thrift®, which is the primary source of funding for the organization's programs and services. The Chair implements the shop's strategic goals and ensures operational effectiveness and financial strength. The Chair fosters a culture of courtesy and respect among shoppers, donors, members, and employees.

## General Board Responsibilities – Governance
- Uphold the organization's mission and values.
- Serve in a fiduciary capacity and act in the best interests of the organization.
- Financial Oversight: monitor financial health, and safeguard assets.
- Policy & Planning: Approve organizational policies, strategic plans, and major initiatives.
- Board Participation: Attend meetings, vote, serve on committees, and represent the organization in the community.

## Specific Chair Responsibilities
1. Supervise and evaluate the performance and responsibilities of the Thrift Shop Manager.
2. Collaborate with the Thrift Shop Manager to supervise paid thrift shop staff including assigning responsibilities and evaluating performance.
3. Establish annual strategic and financial goals.
4. Conduct meetings as necessary.
5. Collaborate with the Thrift Shop Manager to appoint the management team and department leaders and attend team meetings.
6. Recruit members to staff thrift shop shifts.
7. Work with the Human Resources Committee to hire employees as needed.
8. Serve on the Finance Committee, House Operations Committee and the Human Resources Committee.
9. Notify House Operations Committee of maintenance and repairs needed at the shop.

## Standard Board Member Responsibilities
1. Submit a proposed budget for the succeeding year.
2. Ensure the committee and all subcommittee procedure book(s) and/or electronic records are updated and added to the MDF.
3. Submit recommended job description revisions to the Bylaws Chair.
4. Submit a year-end Final Report to the President.

## Competencies
- Ability to foster an environment of participation and accountability through strong relationship-building, communication, and management skills.
- Proficiency with Microsoft applications
- Social media
- Successful background check.

## Governing Documents
Bylaws, Standing Rules, Policies