

## **Chair Descriptions**

### **Helping Hands Chair**

**The Helping Hands Chair will promote and be in charge of any helping hands projects in our community with Board Approval, with the Charity of the Year being her primary job.**

**The Helping Hands Chair primary job is the Charity of the year, however she can promote with Board Approval smaller events such as:**

- Christmas toy collection for Crittenton
- Toiletries for Mercy House
- Love a family through Coast to Coast Foundation
- Members who have any minor Projects should contact the Helping Hands Chair and co-ordinate these projects with Board Approval such as:
  - o Skid Row Carnival of Love
  - o Working Wardrobe collections
  - o Any other projects they may want to do

**The Helping Hands Chair will form a committee of at least three members in December to be ready to help with the process to select our new Charity of the Year starting in January**

- Starting in January she will solicit a list of potential charity nominations from WCOF members with the deadline of the end of February by:
  - o Announcements at General Meetings
  - o Member Only Facebook Page Posts
  - o WCOF newsletter article
  - o Email blast to WCOF members
  - o Survey monkey or other online way of communication
- The committee shall present the entire list of nominations at the March Board Meeting
- The committee is to investigate all nominations and narrow them down to five according to the criteria and present them at the April Board Meeting
- The five nominations will be presented to the membership at the April General Monthly Meeting, if there are not ¼ of the members in attendance then an email will be sent to those members who were unable to attend for a vote.
- Once the vote is taken the new Charity of the Year will start on June 1<sup>st</sup>
- By Board approval the Charity of the Year can be extended for an additional year

**The Helping Hands Chair shall be the contact for the WCOF Chairity of the Year and will:**

- Contact the new Charity of the Year to speak for 10 minutes at our June General Meeting so that our members can know about them and how we can help them
- Find out and promote volunteer opportunities to help our Charity of the Year
- Find out and promote any in-kind donations we can collect to help our Charity
- Contact them when we do fundraisers for them so that a representative will attend
- Deliver anything that is collected for our Charity of the Year

**The Helping Hands Chair is to keep a binder of all activities to pass on to the next Helping Hands Chair.**

**The Helping Hands Chair is to keep track of volunteer hours, in-kind donation, money donated, and members who attended a Helping Hands activity and send that information to the Dean of Chairs within a month of the activity.**

**The Helping Hands Chair shall attend all monthly General Meetings, and Board Meetings. If you can not attend one of the meetings send a report to the Dean of Chairs**

**Note: when a chair or co-chair is not actively engaged in her position she will be asked to step down.**