

# PALISADES WOMEN'S CLUB JOB DESCRIPTION

Updated March 2018

## SERVICE CHAIR

Performs duties as prescribed under The Palisades Women's Club Bylaws, Article V, section 3, ("General Executive Board Duties"), and such other duties as may be prescribed in the Bylaws or assigned by the PWC or the Executive Board.

## INTRODUCTION

The Service Chair is responsible for planning PWC service activities and working with a vice chair and/or members of the Service Committee interested in spearheading service projects in the community. May appoint a vice chair and/or one or more assistants.

## MAJOR DUTIES AND RESPONSIBILITIES

### Ongoing

- Attends all General and Executive Board meetings.
- Requests volunteers from the membership to serve on the Service Committee.
- Creates email blasts to promote and inform members of all service activities. These will be sent out by the Corresponding Secretary.
- Keeps a record of expenses and funds taken in for any service activities.
- Works within the allotted yearly budget.
- Turns in all expense receipts to the Treasurer.

### June-August

- Works with President, Vice-President and Social Chair to set dates, and plan and coordinates to avoid replication.
- Meets with the Service Committee to review existing commitments, brainstorm, and preview potential new ideas. Plans activities, solidifying goals and scheduled commitments.

### September-May

- Presents an overview of Service activities for the year at the September meeting.
- Depending on coordination with the Social Chair, provides a program or speaker for meetings during the year (Is responsible for menus for monthly meeting.
- Coordinates and assists service members in fulfilling service activities and speakers.