

Committee Chair
COMMUNITY SERVICE COMMITTEE
Job Description

Position:	Chairman, Community Service Committee		
Purpose:	Plan with committee members community service activities, participate and record activities. Submit entry for international Visibility-Community Challenge Weekend award, if applicable.		
Committee Size:	Chair plus 2-3 additional members		
Term of Service:	1 Chapter Year (April 1 – March 31)		
Oversight by:	Board of Directors		
Records Retention:	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>Item:</u> Award Entry for International judging</td> <td style="width: 40%;"><u>Retention Period:</u> 7 years</td> </tr> </table>	<u>Item:</u> Award Entry for International judging	<u>Retention Period:</u> 7 years
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Duties of the Committee:	<ul style="list-style-type: none"> • Request community service activity recommendations from the membership at large. • Call committee meetings to discuss and plan activities • Coordinate with charities for dates and needs • Inform and encourage participation from the membership at large • Report on the activities to the membership at large • Document activities and prepare Award Submission for International Competition if requested by Chapter President in accordance with the President’s annual deadline. 		