

ASSISTEENS LIAISON

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.02(e) Assisteens Liaison. The Assisteens Liaison shall chair this committee. The duty of this committee shall be to coordinate the policies and activities of the chapter and the Assisteens Auxiliary. The Assisteens Liaison shall be elected by and from the chapter and shall serve as the Assisteens voting representative on the Board.

General Board Responsibilities

The Liaison shall:

1. Attend Board meetings in a voting capacity and submit required reports to the President and the Board.
2. Conduct Assisteens' leadership team meetings as needed.
3. Appoint Assisteens' Coordinator/s subject to Board approval.
4. Submit a proposed budget to the Finance Committee for the succeeding year.
5. Manage the Assisteens Auxiliary budget and approve invoices and vouchers.
7. Maintain an Assisteens Auxiliary procedure book and/or electronic records file.
8. Prepare and submit a year-end Final Report to the President by the specified deadline. Place in the Assisteens procedure notebook and Master Data File.
9. Submit job description changes to the Bylaws Chair in accordance with Bylaws 8.02 (f).

Specific Position Responsibilities

The Liaison shall:

1. Plan Assisteens monthly service calendar that runs from September – May scheduling a project each month in collaboration with the Assisteens Coordinator/s and Assisteens' leadership team.
2. Contact partner organizations for project parameters, if needed.
3. Recruit and orient Assisteens Coordinators to implement and supervise monthly service activities.
4. Confirm Coordinator has successfully completed a Name-Based Search and/or arrange to have a Name-Based Search performed in accordance with the Name-Based Search Policy.

5. Assign at least one adult Assisteens Coordinator (but ensure two adults are present) to implement and supervise monthly service activities, approximate project costs, approve all expense receipts, and submit to the Treasurer in a timely manner.
6. Contact Assisteens Chair to coordinate meeting agenda.
7. Report on Assisteens activities/accomplishments at monthly Board meetings and Assistance League Regular Meetings.
8. Monitor Assisteens' website and social media content, including general information, membership forms, and photos, to keep it updated,

Technology: Microsoft Word, email proficiency, social media (Facebook and Instagram)