

# BRIGHTER TOMORROWS CHAIR

## JOB DESCRIPTION

### BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

#### 8.03 Appointive Standing Committees.

##### (a) Philanthropic Programs Committees.

**(3) Brighter Tomorrows.** This committee shall be composed of the Chair and members as deemed necessary to provide appropriate clothing and other personal supplies for referred individuals returning to the workforce or school. If a need arises within an agency that has an agreement with this program, additional goods may be provided as funds are available.

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#### General Responsibilities of a Philanthropic Program Chair

The Chair shall:

1. Attend Brighter Tomorrows meetings in a voting capacity and submit required reports to the First Vice President, Philanthropic Programs.
2. Conduct Brighter Tomorrows Committee meetings as needed.
3. Appoint Brighter Tomorrows Committee members subject to Board approval.
4. Serve as a member of the Philanthropic Programs Committee.
5. Submit a proposed budget to the First Vice President, Philanthropic Programs for the succeeding year.
6. Manage the Brighter Tomorrows budget and approve invoices and vouchers.
7. Maintain a Brighter Tomorrows procedure book and/or electronic records file on the Master Data File.
8. Submit requested reports, including a year-end summary, to the First Vice President, Philanthropic Programs.
9. Submit job description changes to the First Vice President, Philanthropic Programs for review and delivery to the Bylaws Chair in accordance with Bylaws 8.02 (f).

## Specific Chair Position Responsibilities

The Chair shall:

1. Confirm members who would like to serve on the committee to handle the following: agency contact/liaison, hygiene products and shoe and hair care gift card purchases (Famous Footwear and Great Clips), hygiene kit preparation, redeemed voucher tallying (budget tracking).
2. Appoint a co-chair as needed.
3. Manage agency selection and contract information as needed. Serve as agency liaison, and update vouchers as program guidelines change. Replenish agency vouchers as needed.
4. Coordinate purchases and gift bag preparation for special events, e.g., Mother's Day, Father's Day, for specified agencies, e.g., local homeless shelters.
5. Tally agencies served, clothing amount provided by the Thrift Shop and number of clients served each month. Report results to the First Vice President, Philanthropic Programs as requested.
6. Assess the need and availability of funds, then coordinate the purchase of goods/products requested by agencies supported by the Brighter Tomorrows program.

Technology: Microsoft Word, email proficiency, Excel knowledge is helpful