

Uplift Community Alliance™

UPLIFT SCHOOL KIDS PLUS CHAIR JOB DESCRIPTION

Position Summary

Uplift School Kids Plus supports Uplift Community Alliance's mission by providing equipment, supplies, and learning devices for students with special needs to enhance their learning experience and to assist them in their daily activities and interactions within their communities. The Chair works with committee members and local school districts to determine the greatest needs and how they can be fulfilled.

General Responsibilities

- Comply with the Program Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Philanthropic Programs Committee, attend meetings and submit reports to the First Vice President, Philanthropic Programs.
- Manage the committee budget, approve and submit invoices and vouchers to the First Vice President, Philanthropic Programs.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the First Vice President, Philanthropic Programs.
- Prepare and submit a year-end report as directed by the First Vice President, Philanthropic Programs.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Assign committee members to carry out responsibilities necessary to provide equipment, supplies, and learning devices for students in special education classes, including ordering, receiving, and distribution.
2. Process requests and referrals from special education classrooms. Prioritize needs and decide on items to be provided.
3. Train new committee members on what equipment and supplies can be purchased.

Competencies

Relevant Microsoft programs
Digital and electronic communication