

## **Welfare Chair Job Description**

The Welfare Chairperson receives and researches charitable requests based on criteria set by the Welfare Committees guidelines and is a voting member of the ROSC Board.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ROSC Board Meetings, Committee Meetings for which this position is required, Socials and all other ROSC sponsored functions.
- Inform the Second Vice President if unable to attend a Board meeting.
- May not have more than two unrepresented absences at Board meetings.
- Prepare a written monthly report summarizing what happened during the month, including monthly expenses.
- Maintain a notebook as outlined in Board Procedures.
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.

### **RESPONSIBILITIES**

1. Chairs the Welfare Committee which consists of the Welfare Chair as Chairperson, Honorary President or an Advisor, Welfare Treasurer, Parliamentarian, President, Second Vice President and three non-Board ROSC members as defined in the ROSC Bylaws Article XI g).
2. Submits for the ROSC Board's approval on a monthly basis. the recommendations of the Welfare Committee concerning welfare requests via Google Docs.
3. Provides recommended motions to the ROSC President for placement on the agenda for Board meetings.
4. Maintains applications and information documents (currently on the ROSC Welfare Committee Private Facebook Group)
5. Makes motions and answers questions regarding welfare requests at Board and General membership meetings, as deemed necessary. If the request exceeds \$500.00, it must first be approved by the Board and then by the membership.
6. Develop, if needed, a welfare request letter for past applicants/donation recipients and/or other requesting agencies. Provide background research to establish the validity of requests from community/welfare-oriented organizations and answer pertinent questions at ROSC Board meetings.
7. Conducts an in-person Welfare Committee meeting in March to determine how end-of-year funds will be disbursed.
8. Presents the proposed end-of-year welfare donation requests to the ROSC Board for approval at the April board meeting. If the request exceeds \$500.00, it must first be

approved by the Board and then by the membership at the General membership meeting in April.

9. Coordinates with the Welfare Treasurer to ensure accurate and timely disbursement of approved welfare expenditures.
10. Coordinates with the Corresponding Secretary to ensure requests receive an appropriate and timely response.
11. If a request is denied, send a letter of regret with reason in hopes of the group re-submitting with a qualifying request.
12. Takes suggestions for monthly mini service projects (mini missions) from May until the beginning of the next board year in August via email to membership or other means. Assign planned mini missions to each month by the start of the board year.
13. Contact each non-profit a month prior to see what goods/services they need. If unable to contact, move on to the following month's charity or do a "charity of choice" donation option. Instruct ROSC members to drop off requested goods at the Thrift Shop, monthly social or to a welfare committee member by the end of that mini mission's month for collection and drop off to the charity.
14. Following the OSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure an efficient transition. This shall be done prior to the May Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks, and any other additional materials to their successors at this meeting.

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