**1st VP Philanthropic Programs**

**Job Description**

**Responsibility:**

Oversee all philanthropic programs of Assistance League of Indianapolis: Operation School Bell® which consists of Apparel, Shoes and Beyond the Bell; ALI Bears, Assault Survivor Kits and Friends (North Capitol Rehabilitation Center and Joy’s House). Refer to the Assistance League of Indianapolis handbook for an explanation of the mission for each of these programs. Grants will also need statistics for each of these programs, as requested.

**Major monthly responsibilities:**

* Submit monthly board meeting reports for all philanthropic programs. Report activity and value of what each program has given out in relation to its budget.
* Write motions for terminations/additions for each program, as needed. This information will be shared with you by all program chairmen.
* Submit all motions to the Parliamentarian the Sunday before the board meeting for wording approval. A motion template file will be provided. Make corrections and present motions to Board and if approved, to the Membership.
* Work with program chairmen to plan future needs of all programs. Calculate reasonable numbers to serve in each program, keeping mindful of budgets.
* Write, review and send agreements to all agencies benefiting from our programs.

**June:**

Each of these programs has a contract/agreement for services rendered. These agreements/contracts are on a flash drive which will be given to you in June for the former fiscal year. The drive contains relevant information for each program: Contracts, Signed Contracts, Board Reports and End of the year reports. It is helpful for you to create your own incoming year folders, copying the prior year flash drive, and updating them, as needed. An overall ALI folder is helpful. Personnel receiving our Assault Survivor Kits, Bears, and Operation School Bell divisions change; you will need to get these updated personnel names, phone numbers and e-mails from coordinators and update your paperwork/computer file on an on-going basis. Ask chairmen of each program to e-mail you any changes to their programs. It is helpful to attend a meeting/workshop of each of these programs.

In June meet with each program chairman and electronically send them the form needed for submitting monthly reports. Each chairman must submit to VP Philanthropy a monthly report that should detail any workshops held, members who attended, value of merchandise received and value of merchandise given out. The chairmen will provide this detail to you at the beginning of each month. Compare these values with the current fiscal budget. Also, provide the appointed chairmen the agency names, addresses, contact names, and number of kits/bears to be provided. This information is contained on the flash drive provided to you.

**Monthly, June – May:**

Expect each program chair to submit a monthly report by the end of the month, due the first of each month. This report should include number of workshops held, number of members attended and their hours, agencies served, number served and value of merchandise given away. This template will also be provided for you in June. These should be organized in binders or however you best organize. Grants often asks for information from these program reports.

Continually update contact information for all divisions in your files.

Write any motions for the Board/membership regarding additions/terminations of agencies or budget amounts in excess of $100.00 for any program in the fiscal year. These additional monies must be approved by the board before going to membership.

**January:**

Meet with program chairs and create line-item budget for all philanthropic programs.

Attend budget meeting in January to determine next fiscal year budget. Meet with strategic planning Chairman to review goals for the four programs.

**January/February**:

 Contact each agency to see if our vison and mission statement meets our goal. These calls are usually completed in January/February before the final budget is submitted to the Board in March. One focus is public relations. Is our organization’s donation on the agency’s website? What numbers are requested for upcoming ALI Bears and ASK fiscal year? Request comments from agency personnel to support our program so this can be shared with public relations and marketing. Responses may be hand written or e-mail.

**May**

At the beginning of May, e-mail the end of the fiscal year report template to each appointed chairman. This template will include agencies served, number served and values of merchandise given out to the community, number of volunteer hours, etc. Those reports are due to you by May 15.

All Year End information should be forwarded to the President, President Elect and Historian. The VP of Philanthropic Programs should send to National agreements/contracts for agencies served each year. These may be either paper or electronic. A copy of each agreement is to be placed in a file at the chapter office.

**Program Chairman: VP, Philanthropic Programs.**

**Appointed Chairman: Operation School Bell – Apparel Chairman; OSB – Shoes Chairman; OSB – Beyond the Bell Chairman; Bears Chairman; ASK Chairman; Friends Chairman; ALI Bears Chairman**