**Operation School Bell® Mailer**

**Job Description**

***Reports to VP, Resource Development***

The Chairman coordinates all activities for the Operation School Bell Mailer Campaign. This position shall report to the Vice President of Resource Development and be on the Resource Development Committee.

**Required Skills:**

* Effective communication skills (written and oral)
* Some computer skills in order to complete and submit reports

**Training:**

* Understand Budget process.
* Understand Voucher repayment process. VP, Resource Development (hereinafter VP) will be required to co-sign any voucher repayment requests. It is imperative that all receipts be submitted for payment in a timely manner.

**Weekly Duties (as needed):**

* Copy VP on all email correspondence.
* Any newsletter announcements are due to the President on the Wednesday prior to the Sunday newsletter. Be sure to copy VP for approval.

**Monthly Duties (as needed):**

* You will be required to submit an updated monthly report prior to each Board meeting. This will be sent to VP, who will then report to the Board.
* Keep track of all of your expenditures and watch the Treasurer’s report to make sure the information in your category is up to date and correct.

**Other Specific Duties:**

* Attend training at the beginning of the fiscal year (June).
* Be sure to use Springfest forms compiled by Membership to engage every member who identified interest in helping.
* You will be responsible for writing an end-of-year report. This is due to the President no later than May 10th. If you do not have final data for your area, the report can be amended to update data when you have it. It is helpful to keep notes of activities and pertinent information as the year goes along. This report is extremely helpful to your successor.
* You may be asked to supply information to update the Member Handbook.
* Be familiar with the policies and bylaws/standing rules that pertain to your position.
* Write meeting minutes for every meeting you chair. Copy attendees. Keep a copy for future reference.

**Chairman Responsibilities**

* Oversee the mailer design including the development of a yearly theme, selection of photographs or graphics, and content development, including a list of Operation School Bell - Apparel duffel bag contents to be distributed to the students and a description of the fulfillment process and delivery method. Fact-check all information with the Operation School Bell Chairman, Shoes Chairman, and VP Philanthropic Programs, etc. Request a donor appeal letter from the President. Have all preliminary work approved by the President, VP Resource Development, VP Marketing, and Treasurer.
* Work with a graphic designer to organize the text and pictures on each piece of the mailer and to determine the number of mailers to be ordered.
* In conjunction with the graphic designer, e-mail all pieces of the mailer to a team of 5-7 proofreaders using names from the Spring Fest member interest form as well as the Operation School Bell leadership team.
* Obtain three cost estimates from printers, or use the printer recommended by Assistance League’s graphic designer if a vendor partnership has been previously developed. Submit the mailer design to the printer in time to have it completed and ready for pick-up in early August. Arrange for pick-up or delivery of the completed order. Keep the project within the budgeted parameters.
* Using names from the Spring Fest sign-up list, organize a group of volunteers to

assemble the mailers in time for distribution at the August monthly meeting. Inviting NEW members to volunteer is encouraged.

* Distribute the assembled mailers at the registration table at the August monthly meeting utilizing 1-2 Spring Fest volunteers.
* The OSB Mailer Chairman will speak at the August monthly meeting, delivering step-by-step instructions regarding the use and distribution of the mailers by members to their family and friends and the goals and importance of this fundraising campaign.
* Continue to have Mailers and sign-out sheets available throughout the fall at the Chapter Office, Northbrook Distribution Center, and regular meetings. Maintain a list of members who have picked up Mailers and work to get them distributed to both voting and non-voting members.
* Before presenting OSB Mailer regular meeting reports, confirm your participation with the President in advance to be included on agenda. Submit Board updates to the VP Resource Development and Regular Meeting reports to the President, Recording Secretary, and Parliamentarian in advance as required. The President may also request monthly reports for the ALI President’s Newsletter.
* The Chairman serves as the Donor Recorder for the OSB Mailer campaign. This involves picking up checks that have been mailed to the Chapter Office on a weekly or regular basis, managing the deposits, recording donations into Assistance League’s donor database, and distributing the computer-generated donor acknowledgement statement by e-mail or postal mail.
* Prepare budget requests in January and submit to VP of Resource Development for Budget Committee consideration.
* Submit a Year-End Report and e-mail it to the President and the VP Resource Development.
* Update the OSB Mailer Chairman Job Description and e-mail it to the President-Elect.

**Helpful Suggestions for Future:**

Signature / Date