**ALI BEARS**

**Chairman Job Description**

***Reports to VP, Philanthropic Programs***

ALI Bears provide comfort and a sense of peace to ill, traumatized or grieving children, teens and adults. The program began in 1987. During workshops we dress the bears in Assistance League logo T-shirts, apply an Assistance League of Indianapolis sticker to the “Give your Bear a Hug Today” tag, and pack them for delivery.

The ALI Bears Chairman will be responsible for overseeing the ordering, preparation and distribution of Bears, as well as maintaining an ongoing relationship with the agencies that are served by the ALI Bears program.

**Required Skills:**

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

**Training:**

* Understand Budget and budgeting process.
* Understand Voucher repayment process. VP, Philanthropic Programs (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.

**Monthly Duties (as needed):**

* Provide monthly inventory and delivery numbers to VP and Treasurer prior to the monthly Board meeting.
* Purchase supplies needed for workshops, such as bears, plastic bags, ties, trash bags, etc.
* Keep track of all expenditures and watch the Treasurer’s monthly report to make sure the information in the Bears category is up to date and correct.
* Update excel spreadsheet to reflect deliveries.
* Report on Bears at monthly meeting, as needed.

**Other Specific Duties:**

* Attend Appointive Standing Committee Training at the beginning of the fiscal year (June).
* Use Springfest forms compiled by Membership to engage every member who identified interest in helping with the Bears program. You will need volunteers for workshops as well as delivery to agencies.
* Work within the budget approved by the Membership**.** (Only when bears are delivered to the agencies is the actual dollar amount of the bears reduced in the budget total.)
* Keep in contact with the agencies receiving bears to evaluate delivery needs.
* VP is responsible for agreements with agencies and will send out any necessary updates. Keep VP up to date on any contact information and agency changes.
* Conduct workshops when needed to package the bears for delivery.
* Keep a record of all transactions with the agencies.
* You will be responsible for writing an end-of-year report. This is due to the VP no later than May 5th so she can submit to the President by 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 and for completing your end of year report.
* 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.

**Timeline (By Month):**

**May:**

1. Order bears for the new fiscal year beginning in June. This will be based on the new budget.
2. Complete final reports for the year on total distribution for the ending fiscal year.
3. Set a date for summer workshop to get bears ready for delivery.

**June through August:**

1. Receive shipment of bears.
2. Set up summer workshop for assembling bears for delivery. Members unpack boxes, add AL stickers on the ear tag, dress with T-shirt, wrap in tissue or bag, pack 10 bears per bag for delivery.
3. Arrange for delivery of bears to agencies by ALI members.
4. Communicate with agencies as needed.
5. If agencies are to be added or deleted, you may be asked to write motions and present to Membership, after presenting to VP for approval by the Board.
6. Every third year, work with VP to determine how many bears each agency needs. Provide information to VP so that new agreements can be prepared and sent to each agency that the Bears program serves.

**Helpful Suggestions for Future:**

* Bears are ordered from Fiesta in California and take about three weeks for delivery. Shirts are sometimes already on the bears.
* Supplies ordered from Uline: Plastic bags, ties
* Bears are packaged in trash bags, 10 bears per bag.

Signature / Date