**OSB-Apparel Chairman**

**Job Description**

The chairman is responsible for organizing and running Operation School Bell® at the warehouse location, currently at Ditch and 86th St. The Inventory Manager of OSB reports directly to the Chairman. The Chairman is assisted by a Vice-chair (assistant chair), Chairman of the Day, Inventory Manager, Reports Manager, and Scanner Manager.

Duties include:

* Attend Board meetings and write monthly reports
* Write and present Regular meeting reports as needed
* Schedule the calendar for OSB-Apparel
* Update information documents each year for social workers, student apparel forms and guardian letters
* Communicate with Township district liaisons and IPS liaison with information concerning OSB
* Assemble an Operation School Bell management team
* Schedule summer workshops and cleaning of shop before opening for the year
* Train Chairs of the Day
* Be responsible for the day-to-day operations during the time the shop is open, whether in person or through a designated assistant
* Be in touch with Chairman of Beyond the Bell for bag distribution schedule
* Be aware of visitors to the shop, such as grantors or outside volunteers
* Maintain current information and data collected to be used by Marketing and Grants