**OPERATION SCHOOL BELL® - BEYOND THE BELL**

**Chairman Job Description**

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

Operation School Bell - Beyond the Bell provides an assortment of new school clothing and undergarments in a variety of sizes to IPS and Pike Township schools. Student recipients of Beyond the Bell items are homeless, displaced or new to their school and are not typically served by Operation School Bell - Apparel.

The Chairman, OSB - Beyond the Bell (BTB) is responsible for organizing and overseeing the Beyond the Bell Division of OSB at Northbrook Distribution Center. Work closely with the Inventory Manager of Operation School Bell - Apparel when ordering clothing for BTB and work with Chairman OSB - Apparel for distribution of BTB items.

**Required Skills:**

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

**Training:**

* Understand Budget 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 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 expenditures and watch the Treasurer’s report to make sure the information in the BTB category is up to date and correct.
* Keep up to date records of year to date data on the BTB Program.

**Other Specific Duties:**

* Attend 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 Beyond the Bell.
* You will be responsible for writing an end-of-year report. This is due to the VP by May 5th. (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.
* Send amounts to be ordered for Beyond the Bell to the OSB Inventory Chairman to include with Apparel orders (to save money on additional freight fees).
* Inventory and arrange incoming merchandise, verify that invoices match numbers received.
* Communicate with IPS and Pike Township information about Beyond the Bell and what they will be given and the timeframe. Explain to school personnel that they will need to fill out an end-of-year distribution log to help us assess the program needs. This distribution log will be a condition of their continued participation in the BTB program.
* Arrange for workshops to assemble Beyond the Bell bags to be distributed to schools.
* Work with the OSB Apparel Chairman for pick up of the BTB bags for IPS. This will be done when the Apparel duffels are delivered to each school by the IPS transportation department.
* Arrange for pick up of bags to Pike Township. These are picked up by the social workers in their original boxes and distributed among the schools by Pike.
* Follow up with the schools to be sure they have completed the end-of-year distribution log and to ask if they have suggestions that might be helpful to our program.
* Thank grantors contributing to Beyond the Bell.
* Maintain current information and data collected to be used by Marketing and Grants.

**Timeline (By Month):**

**January:**

* Order inventory
* Provide information and assistance to OSB Chairman for the OSB Survey to be sent to Social Workers

**February through April:**

* Receive and count merchandise

**April:**

* Write year end report and thank grantors

**August:**

* Arrange for two workshops (6-8 helpers each)
* Prepare items that will be packed in the separate bags
* Demonstrate and assist helpers as they pack the bags

**September through October:**

* Organize merchandise that will be given to Pike
* Take final inventory of remaining merchandise

**Helpful Suggestions for Future:**

Judy Barnes March 5, 2023

Signature / Date