

**OPERATION SCHOOL BELL® CHAIRMAN
Job Description**

The Chairman of OPERATION SCHOOL BELL is responsible for the planning and implementation of the OPERATION SCHOOL BELL program. She is to be assisted by her Assistant Chairman and committees. She shall oversee their training and the utilization of members of her committees, particularly persons who might assume chair duties in the future. She shall report to the Vice President of Philanthropic Programs.

Specific duties include:

Attend board training.

Attend all Board and Regular meetings. Inform President in advance to be on any Board or Regular meeting agenda.

Write and present reports to the board and membership as needed.

Follow Assistance League® of Indianapolis Policies and Standing Rules.

Participate in all new member orientations.

Add new members' names to tagging, school supplies and hygiene workshops calling lists. Make name tags for each new member for name-tag box at Service Center for Indianapolis Public Schools (SCIPS).

Submit all written materials to Vice President of Marketing for approval prior to use with public.

Work closely with the Director of Public Relations to promote program.

Submit Assistance League of Indianapolis Newsletter and Community Newsletter articles as needed.

Provide information to Vice President of Marketing for the Operation School Bell Fact Sheet by June 1 (include Shoe Chairman Operation School Bell assistant in this process).

Fulfill the parameters of the current, signed contracts with each school district served.

Serve as Operation School Bell spokesman to community, with the advice of the Marketing and PR Chairmen.

Chair Operation School Bell Clothing meetings in all school districts served and coordinate with each district's liaison.

Maintain and update all records pertaining to each district.

Meet with and educate each district's personnel.

Prepare a packet of information which IPS will distribute to each social worker by email. Work with Township Coordinators to produce the same packet for township personnel.

Work closely with the Shoe Chairman (district meetings, packets of information, student records, goal planning, and information for the public).

Chair Operation School Bell Planning Committee consisting of the Assistant Chairman, Merchandise Chairman (and assistant), Shoe Chairman (and assistant).

Responsible for physical setup of all space at SCIPS building

Assist Inventory and Records Chairman in maintenance of program's financial records.

See that, at the end of each month, the Assistance League of Indianapolis Treasurer, VP of Philanthropic Programs, Chairman of Operation School Bell, Assistant Chairman of Operation School Bell, Merchandise Chairman and assistants, School Supplies chairman, Hygiene Supplies Chairman, and Book Chairman receive a report of the value of the program's inventory on hand for our insurance carrier from the Inventory and Records Chairman

Participate in a group formulating the client goal to recommend for the next fiscal year. The group should also include (but not limited to): Vice President Philanthropic Projects, Shoe Chairman and Assistant, Operation School Bell Assistant Chairman, Inventory and Records Chairman, and Operation School Bell Merchandise Chairman.

Maintain and update financial records, with the help of the Inventory and Records Chairman that includes a financial ledger for this program to keep in Procedure Manual. Include copy in annual report.

Submit to the Treasurer for Budget Committee consideration a proposed budget in February, with assistance from Inventory and Records Chairman and Vice President Philanthropic Programs. This proposal shall include:

- Projected expenses for rest of current fiscal year.
- Projected expenses for next fiscal year.

Work toward accomplishing the goals and objectives adopted in the Strategic Plan.

Revise and update all Operation School Bell job descriptions as needed and approve changes with President-Elect by January.

Complete Monthly Report Forms and Year End Report Form for Philanthropic Programs: (Year End Report form is on the Chapter House computer). Attach 1 copy to the front of your annual report; give the other copy to Computer Library Chairman.

Prepare three (3) copies of Annual Report for this position-one copy for Procedure Manual, one copy for President's file, and one copy for Vice President of Philanthropic Projects' file.

Pass on Procedure Manual and train incoming chairman of Operation School Bell.

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