**OPERATION SCHOOL BELL® - APPAREL CO-CHAIR**

**Job Description**

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

The job of the Operation School Bell - Apparel Co-Chair is to shadow and assist the OSB - Apparel Chairman. She will be expected to be the Chairman the following year.

**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, 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):**

* OSB Chair will be required to submit an updated monthly report prior to each Board meeting.
* 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.
* OSB Chair 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.

**Timeline (By Month):**

**JUNE**

* Schedule to attend an IPS Social Worker workshop, if possible, to share information and gather questions and concerns
* Work with Chairman to compile the calendar
* COMPILE THE NEXT YEAR’S OSB CALENDAR AS FOLLOWS:
  + Print out the blank monthly calendars for August, September, October, and November.
  + Mark the calendar with the following information: dates/weeks each school system is on Fall Break and other holidays
  + Board Meetings
  + Also pencil in any known vacations you or your staff have scheduled for these months
  + Days to avoid scheduling OSB shopping:
    - Regular Meetings
    - Hunt Golf Outing
    - Fridays- these tend to be difficult to staff
    - Election Day if an election year (many schools used for polling locations so possibly making it difficult to contact social workers with questions about student forms) *Check on this detail to be sure*
* Begin scheduling process by selecting the closing date first and working back from that point. Keep in mind that social workers are not available during their Fall breaks to answer questions, give us completed student forms or to pick up or receive delivery of filled bags
* The 2022-2023 goal is to clothe 3,000 students. IPS is allocated 2025, Lawrence Township is allocated 180 students, and Washington, Pike, and Warren Townships are allocated 265 students each
  + Allow 3 days for Lawrence, 4 days for each for Washington, Pike and Warren with (37 allowed, 25 needed) for IPS. (This is assuming filling 100 bags per day with 10 volunteer shoppers in addition to scanners and management staff).
  + After completing the schedule for filling bags for each district, set deadlines for return of completed student apparel forms to OSB.
  + With calendar schedule and deadlines in place, contact each district lead with this information. Most easily accomplished by sending an email letter to the contact including the following information: weeks we will fill their bags, the items in the bags, deadlines for return of student forms and access information for the school personal area of the website.
  + See sample letters in Chairman’s handbook section-Letters

**JULY**

* Assist with Merchandise Check in when available.
* Grasp a working knowledge of the point-of-sale inventory system and barcoding procedures, (color of bar code for a particular year)
* Assist with possible outside volunteers for large workshops. Arrange to have hold harmless agreements and training times.
* Assist with the following tasks:
  + Update parent letters in English and Spanish. We usually have a member do the translation for us but check ahead of time for someone to do this.
  + Rewrite volunteer task assignments for shop. These include cleaning of certain areas, restocking merchandise. Be sure that all volunteers understand what is expected of them when they sign up for their jobs. Coordinate with volunteers the set-up of the “shop” and other areas with the decorating committee, should they be needed, as well as IT people and merchandise chairmen/ buyers.
  + Prepare Sub-lists for all jobs at OSB.
  + Buy supplies as needed.

**AUGUST**

* Be sure to have ready an ample number of daily shopping checklists for members to use. Check these periodically to be sure that more are run when needed.
* Begin Operation School Bell on the date designated. The Operation School Bell Vice-Chairman should begin to tally numbers of member days worked. Have a spread sheet emailed to her so that she may begin her tallying.
* Assist training new members as needed
* Assist with Beyond the Bell Chairmen about movement of bags to schools.
  + Beyond the Bell co-chairmen should provide you with “sign-out form/ receiving of merchandise data. The Chair of the Day will facilitate these forms for Beyond the Bell bags to be delivered to IPS schools at the same time as duffle bags are ready for pick up. Beyond the Bell chairman should alert you to times arranged for pick up by Pike Township social workers.

**SEPTEMBER**

* Continue as August

**OCTOBER**

* Continue as August

**NOVEMBER**

* Assist with the following Inventory and Closing procedures:
  + Inventory will be managed by the Inventory Manager.
  + Include all merchandise buyers for inventory, as well as other volunteers that they and you decide would be able to help them with the job.
  + Work with Inventory Manager to identify who would like to be buyers/merchandise people for following year.
  + Assist with Inventory. The actual Inventory of merchandise will be managed by the Inventory managers.
* Clean shop and all other rooms. Be sure that all trash is bagged and put in receptacles for disposal.
* Make a list of items needed for the spring and summer workshops.
* Make a list of any repairs or additions that need to be made over the winter.
* Close ”shop” and all other rooms. Cover clothing, furniture. Close doors.

**Helpful Suggestions for Future:**

Signature / Date