**OPERATION SCHOOL BELL® - SHOES**

**Chairman Job Description**

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

Operation School Bell - Shoes provides new athletic shoes for students in grades Kindergarten through 5th in IPS and the Metropolitan School Districts of Warren, Wayne, Pike, Washington and Lawrence Townships. We currently purchase shoes from Shoe Carnival, Inc., at a discount.

**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):**

* 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 expenditures and watch the Treasurer’s report to verify the information in the Shoes category is up to date and correct.
* Keep up to date records of year to date data on the Shoes 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 the Shoes Program.
* You will be responsible for writing an end-of-year report. This is due to the VP by May 8th and 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 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 - June:**

Establish a core committee and determine which committee members will be paired with each school district.

Review the coming year’s school calendars, meet with each school district to discuss the coming school year and establish a program calendar which will work for them, determining deadlines for distribution of materials to social workers and deadlines for receipt of completed information from each district. Note that our goal is to have the shoes distributed to each district before Fall Break.

Request that Shoe committee be scheduled as part of training for social workers prior to the beginning of the school year. This is particularly important for IPS as there are many more social workers involved and there is generally a great deal of turnover.

**Summer Months:**

Review all forms and letters and update as necessary. Make sure that all forms are updated and available on the online site for use by district coordinators and social workers.

Attend any trainings to which you have been invited, detailing the program and all of the requirements for providing the information needed in the format needed. Distribute examples of all letters and forms to committee, schools and a copy to VP.

Review distributions from prior years, analyze district needs and establish the distributions by district for the coming year.

As chairman, you will be responsible for reviewing and summarizing all rosters submitted by schools in an excel format provided by ALI so that information can be used for reporting to our donors.

Train core committee members on the processing of the information received. Consider using Google as the hub for all Rosters and let each core committee member be responsible for processing rosters from assigned district(s) and following up with questions to district directors or social workers for discrepancies or incomplete information.

Train core committee members in the review of the sizing information received form their assigned districts, whether tracings or sizing only, and follow up with questions to the appropriate social worker.

Advise Shoe Carnival of timing so that they are prepared with inventory and personnel to work the program on a timely basis.

**Two weeks prior to school starting:**

Send reminders to districts of upcoming schedule and include all updated forms and letters for their use in preparing information that will be distributed to individual school social workers. Be sure to introduce the committee member who will be the point of contact to the person in charge of each district and ask that member to personally contact the district coordinator for assigned district(s).

**Two weeks after school has started:**

Meet with core committee and have each contact their assigned district(s) to make sure they have started as scheduled and to check on any questions. Establish a timeline and procedures for picking up all information needed to process requests. Assist in this process as needed.

**Ongoing through completion of program:**

Following the schedules for each district, make sure core committee members remain in touch with each district’s coordinator and that they have answered any questions and have arranged for timely pickup of materials needed.

Based on the timeline for pickup of materials, schedule workshops for the processing of the materials and deliver materials to Shoe Carnival for processing. Once processed by Shoe Carnival, have core committee members audit the orders. Districts will coordinate with Shoe Carnival to schedule pick-up.

**Upon completion of program:**

Update and distribute survey to all participants, including both district directors and all social workers who have provided information to us. Be sure to have the survey responses include the email of the person who is completing the survey as it is most helpful to know which districts feel strongly about certain aspects of our program. This survey may be included with the survey that the OSB-Apparel Chairman puts together. In this case, provide information specific to the Shoes program and assist with the survey.

With the core committee, evaluate success of the program and determine what changes should/could be made to improve the program for the next year.

**Late January/February:**

Work with Shoe Carnival to negotiate pricing for upcoming school year. It is necessary to establish this for ALI budgeting which happens at this time.

**May prior to school closing:**

Contact each district and set up a meeting to discuss the program for the coming fall and establish a tentative calendar for each district.

**Helpful Suggestions for Future:**

Signature / Date