

Community Service Committee Leader
Job Description



Purpose:	To promote and enhance community outreach among Chapter members and business partners through volunteerism, advocacy and financial support.
Term of Service:	One (1) Year (April 1 – March 31)
Oversight of:	Community Service Committee
Status:	Extended Board Member
Board Responsibilities:	<p>Submit a written activity report with supporting materials via e-mail to the President and Chapter Management Company as appropriate.</p> <p>Attend Board meetings as needed, but no less than quarterly.</p> <p>Attend the annual Board Retreat.</p> <p>Participate actively in New Member Mentoring Program.</p> <p>Participate actively as a Business Partner “buddy”.</p> <p>Attend a minimum of five Chapter events throughout the year.</p> <p>Find your replacement.</p>
Responsibilities of the Position and Committee(s) you oversee:	<p>Recruit from chapter membership and business partners, members to participate on the Community Service Committee.</p> <p>Along with Immediate Past President, President-Elect, VP of Diversity and Inclusion and committee members, review applications for selection as annual Community Service Partner.</p> <p>Along with committee members, plan and implement Community Service activities in which chapter members, business partners and their family members can participate.</p> <p>Work with PSALA Managing Editor to write an article for publication in the Chapter’s bi-monthly Soundings Newsletter.</p> <p>Schedule and facilitate committee meetings.</p> <p>Coordinate Chapter Community Service Award program in conjunction with the Law Firm Leaders dinner.</p> <p>Prepare Community Service portion of President’s Award of Excellence on behalf of the chapter.</p>
Required Committee Participation:	<p>Chair Community Service Committee</p> <p>Member Law Firm Leaders Dinner Committee</p> <p> Diversity and Inclusion Committee</p>
Service Benefit:	<p>Complimentary admission to two signature Chapter events each year. Select from:</p> <ul style="list-style-type: none"> * Annual Diversity and Inclusion Presentation OR * Passing of the Gavel Chapter Meeting AND * Summer Social OR * Holiday Social

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January – March

- Research and send out questionnaires to new 501(c)(3)'s for consideration
- Wrap up relationship with current 501(c)(3) which may include a final event or fund raiser/collection
- Start thinking about committee goals and soliciting members
- Send committee recommendations on the new 501(c)(3) to the board for approval.
- Announce the new partner charity via Soundings and make changes to the psala.org website to reflect the new charity.

April –June

- Changing of the PSALA President and new board takes place April.
- If a decision on the charity has not been reached in March it will be voted on in April. You will then need to communicate it in Soundings, on the web, etc. (Try to have charity designated by April 1 to allow time to publicize it to the membership.)
- One major event or drive for our partner charity should take place this quarter. Smaller ones may be possible/needed. Commit only to those that we can successfully accomplish. Look for a volunteer campaign leader from the committee.

July – September

- One major event or drive for our partner charity should take place this quarter. Smaller ones may be possible/needed. Commit only to those that we can successfully accomplish. Look for a volunteer campaign leader from the committee.

October – December

- One major event or drive for our partner charity should take place this quarter for a Community Challenge
- Look for a volunteer campaign leader from the committee.
- October is also MPD Managing Partner Dinner time.
 - The CS Co Chairs are automatically part of the MPD committee. This does not involve the rest of the committee but does require an extra monthly meeting from May through October, soliciting donations for the silent auction, set up and tear down of the event. In the past the CS committee OR the designated charity has run the silent auction – confirm with the MPD committee how the auction will be handled.
 - You'll also need to invite the partner charity to attend and will need to discuss with the committee and the board the desire to have the charity be the recipient of the funds raised through the silent auction. The board has final say on that.
- Holiday Event should be established around the date of the annual holiday luncheon. That date tends to have a large audience and is a good way to get donated items or participation. This event does not need to be with the charity partner if we're donating the silent auction funds to them.