

Newcomers Welcome Club of Lake Oswego

Position Description (Rev May 2023)

Title: DIRECTOR - PHILANTHROPY
Elected Officer, Voting Board Member

Term: 2 years Annual Budget: \$250

DESCRIPTION:

The Philanthropy Co-Chairs will have a committee of members to help plan and participate in fundraising activities. The committee will meet once a month to discuss and share ideas and coordinate planned activities. The Co-Chairs may invite appropriate speakers to monthly meetings, such as representative from the chosen charity or another Newcomers board member. Charity speaker should be invited to one of the monthly luncheons of the club to speak about the charity in the Fall.

DUTIES:

- **Co-Chairs, or designee, will lead planned activities to raise funds for charity.**
- **Co-Chairs will write a monthly article for the newsletter, and attend monthly Board Meetings of the Club to report on Philanthropy activities.**
- **Co-Chairs will keep a binder of meeting notes, articles, and other written communications pertinent to their activities.**
- **Raffle baskets for monthly luncheons will be coordinated by Philanthropy.**
- **Monies contributed through direct donations or activities should be given to Treasurer. An accounting of money raised is kept by Treasurer and Philanthropy Chairs.**
- **Vetting of new charity is done by Philanthropy Committee. Newsletter and E-Blast have been used to solicit possible new charity from members of Club. Co-Chairs have taken the lead in this process.**
- **Co-Chairs must be knowledgeable of By-Laws of Newcomers Club which sets out the process for choosing a new charity each year.**
- **Complete a "Position Report" at the end of your term.** Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the Philanthropy position notebook for future reference.
- **Attend Joint Board Meeting (June),** review your position's duties with your successor, and pass all club materials pertaining to your position onto her at this meeting.