



Job Description THE WORKS Chair

Mission: To provide clothing and product support to district families needing assistance.

- Attend monthly Board of Directors meetings.
 - Attend and participate Council General Meetings. Meetings occur on the 4th Monday of the month. The President will give you a yearly calendar at the first council meeting.
 - If able, attend Region 6 Conferences, PTA and The Law and Convention.
 - Is familiar with the WASTATE PTA Bylaws, Council Standing Rules, Council Procedure Manual, budget and programs. Specifically Committee Chair Policy.
 - Supports the decisions of the board, despite any personal feelings you might have, once the board has voted, you are ethically obligated to support that decision.
 - Maintain confidentiality of the Board's sessions, speak for the board or organization only when authorized to do so.
 - Once appointed by President, Chair shall serve as spokesperson for Council event.
 - Prepares a budget for The WORKS and submits it to the Board of Directors for their approval.
 - Document all in-kind donations
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- Oversee all aspects of operations related to "The WORKS" clothing room.
 - Oversee the scheduling of volunteers to work in the sorting room, the store, the socks/underwear/hygiene room, and other events with which The WORKS might be involved.
 - Oversee the purchase of new sock/underwear/hygiene products.
 - Oversee the running of the store (when families are present).
 - Oversee the running of the sorting room (i.e., clothes to be hung for the store and clothes to be donated to Goodwill).
 - Inform local PTA units of what items their drives should target each year (done through the October meeting packet and website).
 - Work with the community and Back to School Consortium to gather donations of needed items for the year and special events.
 - Oversee any grant writing.
 - Work with site building staff for any issues related to the buildings being used by The WORKS.