

**HELPING HANDS**  
**Job Description**  
**2015-2016**

Coordinates and assists HSC members in donating time or materials to different people and agencies in need on Hurlburt and in the community. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to 2<sup>nd</sup> Vice President.
2. Attends all Board Meetings and all other regular or special meetings of the HSC.
3. Coordinates a monthly opportunity for HSC members to donate time or materials to agencies on Hurlburt or in the community.
4. Acts as HSC liaison to Air Force Enlisted Village (Bob Hope Village/Teresa Village). Plans HSC activity at AFEV at least twice a year. HSC members provide food and entertainment to the residents.
5. Coordinates the Annual Commando Cookie Drive in December for all the single Airmen living in the Dorms at Hurlburt.
6. Submits a monthly written report via e-mail to the Secretary by 12:00 noon Friday before the Board Meeting. If report is not submitted by e-mail before meeting, please bring copies to the meeting for all Board Members. Report should include details of activities for the month. It also lists all income and expenses for the month.
7. Contacts the 2<sup>nd</sup> Vice President by 5 PM Monday before the Board Meeting with items you wish to place on the Agenda.
8. Informs the Publicity Chairman, by the 20<sup>th</sup> of each month, of any information to be included in the Sound Newsletter or on the website.
9. If any expenditure is incurred, Helping Hands Chairman submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
10. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the appropriate Treasurer before the Budget Review Meeting.
11. For historical data and continuity of information, Helping Hands Chairman submits a separate "After Action Report" to the President, 2<sup>nd</sup> Vice President, and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. any special information that would make future projects easier).
12. Reviews and revises job description. Submits revised job description to the Parliamentarian by the December Board Meeting.

13. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
  - a. The Active Board Notebook holds the following information for the current Board year's activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentary Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.
  - b. The Board Historical Notebook holds the following information for the past years' activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).
14. Contacts the chairman filling the job for next year's Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May's combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing Chairpersons to meet in small groups during May Board Meeting.
15. Thank you for volunteering and have a great year!

(Revised 02/16)