

Newcomers of Central Florida, Inc.
Job Description of
Helping Hands Chair

The Helping Hands Committee is a Standing Committee of Newcomers of Central Florida, Inc. The Chair is a member of the **Executive Committee**.

By-Laws description of duties

The By-Laws contain no specific descriptions of duties for Committees. General information on Committees is included in Article IX: Committees.

Description

The **Helping Hands Chair** coordinates assistance as needed to Club members who are in need of food, personal visits, transportation to doctors, or similar things to help their recovery.

The **Helping Hands Chair** is expected to attend monthly Board Meetings and Luncheons.

Basic Job Functions

Group the member names by zip codes into areas that are nearby one another, using the Club Membership Directory. Select a Captain of each area to coordinate assistance to members in that particular area

Contact Members who have indicated an interest in Helping Hands on their Membership Form to see if they are interested in helping the area Captain when needed in their area

Update the Helping Hands list with new members in each area and those interested in assisting, using New Member information listed in each Chatter and in the monthly Membership Spreadsheet

By July 31, provide an updated list of Helping Hands areas and Captains for the new Membership Directory to the Membership Chair

Gather information from Board members and personal contacts as to which members may need assistance

At each monthly Board Meeting, submit a report of all assistance given, keeping personal data to a minimum

At the May Board Meeting, submit a written report to the Board summarizing the year's activities

Requirements

Willingness to contact members to see if they are interested in assisting with Helping Hands activities, whether as an area Captain or as a helper.

Willingness to contact members to find out if they would like assistance and to determine what assistance is needed

Access to a computer and printer to facilitate the working of the Committee

Ability to use a Word processing program, such as Microsoft Word, to create the Helping Hands working list of areas, captains, members and telephone numbers

Ability to use a spreadsheet program, while not required, is useful in creating the Helping Hands working list.

Email account is helpful, but not required, to communicate with other Board members

Note: This job description is not intended to be all-inclusive.

Position may perform other related duties as required to meet the ongoing needs of the Club.

Revised: June 10, 2014