

SPECIAL ACTIVITIES CHAIRMAN
Job Description
2015-2016

Acts as a liaison between the HSC Board and special activity groups sponsored by the HSC. Responsible for planning and coordinating special activities for the HSC. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to 1st Vice President.
2. Attends all Board Meetings and all other regular or special meetings of the HSC.
3. Updates the list of ongoing special activity group. Provides this list to the Executive Board.
4. Acts as a liaison between the HSC Board and all HSC-sponsored special activity groups. Contacts the head of each group periodically to determine if anything is needed such as publicity or financial assistance with supplies (i.e. Pokeno club needs new Pokeno board).
5. Communicates the needs of the special activity clubs to the Board. If a conflict arises within a special activity group, the president of the group contacts the Special Activities Chairman who researches the problem and brings it to the Board for resolution.
6. Establishes special activities groups and POCs for the groups at the beginning of the Board year, according to the interest of the membership. Continue successful groups from the previous year, and start new ones as needed.
7. Ensures the special activities groups are in compliance with the HSC Constitution, By-Laws and Operating Policies. Ensures all members participating in HSC-sponsored groups are HSC members in good standing. Establishes guidelines regarding the presence of children and the conduct of members at events.
8. 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 the meeting, please bring copies to the meeting for all Board members. Report should include details or activities for the month. It also lists all income and expenses for the month.
9. Contacts the 1st Vice President by 5 PM Monday before the Board Meeting with items you wish to place on the agenda.
10. Informs the Publicity Chairman, by the 20th of each month, of any information to be included in The Sound newsletter or on the website.
11. If any expenditure is incurred, Special Activities 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.
12. 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 meeting.
13. For historical data and continuity of information, Special Activities Chairman also submits a separate "After Action Report" to the President, 1st Vice President, and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. results/solutions/recommendations for an event or situation, requests for funds for Bunko

- Club to purchase additional supplies, itemized descriptions of items purchased or received).
14. Reviews and revises job description. Submits revised job description to the Parliamentarian by the December Board Meeting.
 15. 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, Parliamentarian 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).
 16. 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.
 17. Thank you for volunteering and have a great year!

(Revised 02/16)