

**Newcomers of Central Florida, Inc.**  
**Job Description of**  
**Outreach Chair**

**The Outreach 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 VIII: Executive Committee and Article IX: Committees.

However, the By-Laws do mention the charitable functions of the **Outreach Committee** in Article II: Purpose and Objectives as follows in *italics*:

**Purpose:**

The Club is organized exclusively for friendship and social activities, *contributing to charitable organizations, and supporting community projects.*

**Description**

The Outreach Committee identifies, organizes, and coordinates philanthropic projects of Newcomers of Central Florida which have received Executive Board approval.

If needed, a Co-Chair or Co-Chairs may be appointed by the President to carry out projects.

The Chair and any Co-Chair(s) are expected to attend monthly Board Meetings and Luncheons.

**Basic Job Functions**

Investigate potential charitable projects to which the Club may contribute in money, time, or talents

Solicit input from the general membership as to which charitable projects are preferred

Plan and implement Board approved Outreach activities

By the day before each monthly Luncheon, email an "Outreach" article to the Chatter Editor to inform the general membership of upcoming charitable events and opportunities

At each monthly Board Meeting, submit a report current projects and funds raised

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

Pass along any research and ideas on possible activities to the incoming Outreach Committee Chair

### **Requirements**

Knowledge of local charitable organizations or community projects to which the Newcomers could contribute

Willingness to make contacts with local organizations

The Chair, at least, should have a computer, printer, and email 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: January 1, 2014*