

Maxwell-Gunter Officers' Spouses' Club
Charitable Chair

Job Description

Reports to 2nd Vice President

- Read and comply with MGOSC Expectations for All Board Members
- Review and update Charitable Committee Guidelines annually
- Provide input to the Charitable Treasurer for Charitable Budget preparation (August) and revision (January)
- Schedule monthly Charitable Committee meetings (the 2nd week of the month is recommended so that the monthly deposit from the Thrift Shop has been completed)
- Recruit non-board members to serve on the Charitable Committee
- Collect and organize requests for charitable funds
- Research requests, as necessary, to verify non-profit status and gather any additional information as needed
- Notify organizations of actions taken on their formal requests, in writing, if a request is denied
- Mail or deliver checks for approved donations, with award letter
- Attend Scholarship Committee meetings (monthly) and Thrift Shop meetings (as needed), as available
- Maintain files for the Charitable Committee dating back 10 years