**MAXWELL GUNTER SPOUSES’ CLUB  
CHARITABLE CHAIR   
JOB DESCRIPTION**Reports to 2nd Vice President

1. Read and be familiar with:
   1. MGSC Constitution and By-Laws
   2. MGSC Expectations for all Board Members
   3. Parliamentary Procedures: how to make a motion, how to vote
   4. Charitable Guidelines
   5. Charitable request form, process, and procedures
2. Keep Notebook Current:
   1. Board Organizational Chart and Roster
   2. Annual Charitable Budget
   3. Charitable Guidelines
   4. Charitable Requests
   5. Monthly Board Reports and Charitable Committee Reports
3. Board duties and responsibilities:
   1. Receive and research all Charitable requests. Confirm nonprofit status from requesting organization.
   2. Schedule and Chair monthly Charitable Committee meetings (typically held one week prior to board meeting). Present all requests to committee members for vote. Committee members are President, 2nd VP, Charitable Treasurer, Secretary, Thrift Shop Liaison and Advisor. Charitable Chair is a non-voting member of this committee unless there is a tie.
   3. CC 2nd VP on all correspondence
   4. Send monthly board report and any Charitable requests that board will need to vote on to the MGSC Secretary via email by established deadline.
   5. Attend monthly General Board meetings. Present non-line-item Charitable requests for board vote.
   6. If a request is approved, obtain check from the Charitable Treasurer and mail recipient approval letter and check.
   7. If request is denied, notify organization in writing.
   8. Attend and serve as voting member of Thrift Shop Committee meeting.
   9. Serve as Co-Chair along with Charitable Treasurer for Charitable Budget review in January and May.
4. Year End
   1. Submit end of the year report to President and 2nd Vice President for the May Board Meeting.
   2. Review and update job description as necessary.
   3. Ensure notebook and information are current and provide continuity notes for future Charitable Chair.