

## COMMUNITY OUTREACH DIRECTOR

*The primary goal of the Community Outreach position is to develop, implement, and maintain our community service projects. This will include scholarship programs as well as programs helping women in need in the community.*

### **Duties and Responsibilities**

Actively participate in all connections events

Attend:

- Monthly board meetings
- Spring and fall retreats
- Dinner and breakfast meetings
- Holiday party
- Educational seminars
- Fundraisers
- Chamber meetings to recruit minorities
- Members' events as required

Communicate with:

- Communications director re; newsletter, website and PR
- Other board members as needed via phone, email and in person

Coordinate:

- October dinner and breakfast meetings
- Fundraisers
- Monitor raffle

Facilitate:

- As needed by listening to members

Liason:

- Circle of Sisters, fundraiser, volunteers, donations, speaker
- SSU, scholarship office, speakers attend s'ship ceremony
- SRJC, Scholarship office, speakers, attend s'ship ceremony
- Women's shelter through Cher Treandly for donations and wish list

Maintain:

- Keep a file of paperwork related to outreach activities

Play:

- Remember this is a team effort and to play

Organize:

- October dinner meeting and speakers
- Fundraisers: Annual Gala Harvest Event and Matanzas Creek Winery Event

Support:

- As required support board members with issues at hand as needed

Write:

- Articles for newsletter, website and membership book
- Monthly 5/15 progress reports