

## **Community Service Coordinator**

### **Overall Duties**

- arrange/plan/develop/oversee events/activities that involve the community at large
- responsible for maintaining and fulfilling the 501(c)3 status standards

### **General Information**

- coordinator of a standing committee and member of the Board of Directors
- appointed by the Board of Officers during the annual transition process
- length of term is two years; may be appointed for a second term if desired
- email address: [communityservice@loosebeadsociety.org](mailto:communityservice@loosebeadsociety.org)

### **Common Duties and Procedures**

- Attend board meetings and member meetings.
- Promote society by writing articles about your committee's events and activities as needed for website.
- Promote your committee's meetings, events, and activities to the general membership by submitting information to the Website Coordinator and the Communications Coordinator.
- Track volunteer hours of members (including self) for all meetings, events, and activities for your committee. Submit lists of names & hours to the Secretary on a monthly basis.
- Submit timely Revenue and Expenditure forms to Treasurer for all revenues and expenditures associated with your position and/or committee.
- Save copies of paperwork (either hardcopy or electronic) associated with your committee's meetings, events, and activities to be passed along to the next person in your position.

### **Overall**

The Community Service Coordinator will lead a committee for the purpose of planning, developing, and executing activities that benefit the community at large. The committee's meetings will be arranged, communicated, and lead by the Community Service Coordinator at their discretion.

Community Service events are vital to maintaining LBS's 501(c)3 status.

If possible, at least 2 events or activities per year should be held.

## **Committee Activities**

The Community Service Committee meets periodically to discuss the mission of the committee and potential events or activities. Any recommendations or requests from LBS members for community service activities are taken to the committee for discussion.

## **Projects – Past and Current**

### ***Gadzurick Foundation—Cinderella Project***

Annual project that began in 2009. LBS members created jewelry for young ladies who receive prom dresses. Drop off date in March to be announced. Members create jewelry with LBS donations at the February Bead-In or on their own. Jewelry is dropped off by members at the February meeting and Bead-In.

### ***VA – Veteran’s Administration***

Community Service taught beading to adults at the VA. The committee would like to repeat this event in the future.

**Policy:** Maintain 501(c)3 based upon LBS’s original organizing documents and IRS regulations.