



COMMITTEE DESCRIPTIONS

On an annual basis, members are asked for their service preferences for the following year. That could include working on a program, in the resale shop, on an administrative committee, and/or fundraising activity. Some things to consider when signing up:

- Studies show that volunteers who are actively engaged get more value from the experience and boost their mental health.
- Committees need active, committed, and engaged members to carry out their good work.
- Committees benefit from fresh ideas. Consider signing up for committees that you have not served on in the past.

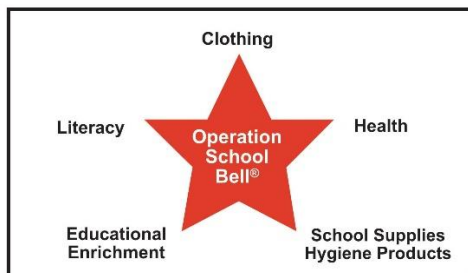
This document is intended to help you decide which committee(s) you would like to serve on this coming year.

It includes the committees listed online in Service Preferences (see below). Signups for the shop are separate. For more information about any of these committees, contact the committee chair or board liaison.

To sign up for a committee, go to Members page on the chapter website and select Scheduling-Social Events-Online Tools. Then scroll down to Committee Signups and click on Service Preferences. There are separate tabs for Programs, Administrative, and Fundraising Committees.

PHILANTHROPIC PROGRAMS

OPERATION SCHOOL BELL



OPERATION SCHOOL BELL Operation School Bell provides elementary school children with basic clothing needs, including, but not limited to shirts, shoes, underwear, sweatshirts, and jackets to foster regular attendance and better academic performance. Participating schools are

also provided with age-appropriate books, diversity books for their libraries, hygiene supplies, and other needs that the schools deem are necessary, but not supplied, by the school districts.

What members do: Liaisons take orders for clothing, which are drop-shipped to the schools. They may supply other items, as requested by the school. Committee members screen books and liaisons deliver them to the schools being served.

Work directly with program recipients? Depends upon the activity.

When program is most active: During the school year. Fall is the busiest season, but liaisons visit an elementary school two-three times a year and do a final year-end report.

Time commitment: The time commitment is variable.

Location of service: Liaisons visit schools being served. Other activities (e.g., packing) may take place at our Center.

OPERATION SCHOOL BELL-EYES RIGHT screens pre-school children to detect possible vision problems, particularly amblyopia (lazy eye).

What members do: A team of at least six members is required for each screening. One person (trainer) prepares the children for the screening. Working at two stations, four people (chart attendants and vision screeners) conduct the screening by having the children identify shapes on the eye chart. One person (recorder) is responsible for completing the necessary paperwork.

Work directly with program recipients? Yes, preschoolers.

When program is most active: October to early April.

Time commitment: Each team has about ten members and is assigned 12-14 preschools during the year (2-3 per month). Preschools typically have a morning and afternoon session, so members are needed from roughly 8:30 am to 2:00 pm, with a break between sessions. Each team member might screen on eight or nine days during the screening "season." This varies depending upon the number of members on each team.

Location of service: Screening occurs at the preschools. Most are in the Folsom-Cordova Unified School District; some are in downtown Sacramento.

COMMUNITY NEEDS



BEARS packages and delivers cuddly teddy bears to comfort and calm children in contact with hospitals and other emergency services. They are also delivered to agencies for seniors with

memory impairment and sexual assault victims at Sutter Hospital.

What members do: Serve as liaisons between agencies and the chapter, delivering bears to the agencies on an as-needed basis.

Work directly with program recipients? No. Members work with a contact person at the agency.

When program is most active: Year-round.

Time commitment: Varies depending upon the agency. Some agencies, such as hospital emergency rooms, ask for deliveries once a month to every six weeks. Others may only need bears every two to three months or two to three times a year.

Location of service: Bears are stored in the program area at the Center. Members package them there and deliver to the agency.

CLOTHES FOR CAREERS provides workplace-appropriate clothing to individuals who graduate from job training programs or are in transitional situations seeking employment.

What members do: Serve as personal shoppers to select workplace-appropriate clothing for graduates of Women's Empowerment, supporting their goals of personal independence and self-sufficiency through employment. They also pack welcome home kits for Women's Empowerment graduates going into permanent housing.

Work directly with program recipients? Yes, when clients come to the Center for clothing.

When program is most active: Women Empowerment clients visit Fabulous Finds on Fulton four times a year, usually February, May, August, and November.

Time commitment: Varies depending upon how often a member signs up to work a prescheduled clothing event or packing event. On average, a member spends approximately two to three hours for each event.

Location of service: At our resale shop, Fabulous Finds on Fulton.

FRESH START supports individuals facing life crises or making major life changes. The focus is on women who are escaping sex trafficking, assault survivors, foster youth bearing children, and young adults who are in transitional foster care.

What members do: Pack housing starter kits, hygiene kits, blankets, celebration kits, or newborn essentials for foster youth transitioning into independent living and victims of sex trafficking or sexual assault. Some members also purchase items for the kits and serve as liaisons to partner agencies.

Work directly with program recipients? No. For privacy reasons, members work with representatives of our partner agencies.

When program is most active: There are opportunities to participate each month.

Time commitment: A member chooses whether to sign up each month for a 2-hour commitment.

Location of service: All packing is done at the Center. Deliveries are made to some of our agencies. Other agencies pick up at the Center.

REACHING OUT provides flexible and/or rapid response to the needs of vulnerable individuals referred by a partner agency that does not fit within existing programs. The program may provide, but is not limited to, goods and services to meet specific needs, awards for housing assistance, transportation, or employment needs.

What members do: Pack Welcome Home bins once a month. These contain sheets, towels, kitchen items, tableware, and other items that one would need to move into a house or apartment. Committee members purchase all of the items and are expected to participate on packing days.

Work directly with program recipients? No. For privacy reasons, members work with representatives of our partner agencies who screen individuals to determine if they would be appropriate recipients of our services.

When program is most active: Year-round. Packing is done monthly.

Time commitment: 5-10 hours a month.

Location of service: Assistance League Center.

SENIOR FRIENDSHIP has made it possible for talented seniors to use their special knitting, crocheting, and sewing skills to benefit children and teens in crisis. The program is currently in transition and will be refocusing its efforts to serve seniors directly.

What members do: Members may choose to purchase yarn and fabrics for the products to be made; bring yarn and fabrics to seniors at our participating facilities; knit, sew, or crochet items at home and bring them to the Center for distribution; and/or deliver finished products to the recipient agencies.

Work directly with program recipients? Members may interact with seniors at certain facilities, but there is no direct contact with individuals who receive the finished products.

When program is most active: Year-round.

Time commitment: Variable. On average, a member spends about 4-6 hours/month.

Location of service: Packing of finished products happens at the Center. Some members knit, crochet, or sew at home and others work directly with the women at the senior facilities.

WASTE NOT allows the chapter to pass on donated items that are not sellable in Fabulous Finds on Fulton. In an effort to be environmentally responsible, we pass through goods that have resale value at another level. Our donors know nothing goes to waste; we will find a use.

What members do: Members working in the resale shop backroom sort items that don't meet our standards into bins that are picked up and given to other nonprofits. The chair is responsible for collecting the weekly pickup receipts and creating a monthly report that is submitted to the VP Philanthropic Programs.

Work directly with program recipients? No

When program is most active: Year-round.

Time commitment: Minimal. No more than one-two hours per month.

Location of service: Assistance League Center.

SCHOLARSHIP



SCHOLARSHIPS are awarded to local students who have completed high school and at least one semester of post-secondary education, who are experiencing or have overcome difficult life circumstances.

What members do: Check applications to make sure that all requirements are met, read and score the qualified applications, serve as liaisons to the colleges, and serve as liaisons to the winners.

Work directly with program recipients? Winner liaisons work with scholarship recipients to get their final documents submitted and to introduce them at the Awards Reception.

When program is most active: February through April.

ADMINISTRATIVE COMMITTEES

Bylaws reviews, amends, and revises our chapter bylaws, standing rules, and policies to maintain conformance to the California Corporate Code, or upon direction by the board. (VP Administrative Services)

What members do: Review governing documents and prepare amendments to chapter bylaws, standing rules, and policies to ensure accuracy and conformance to applicable standards/requirements.

When committee is most active: Throughout the year, as necessary.

Chapter Facilities is responsible for building maintenance and repair. (VP Facilities)

What members do: Committee members are responsible for all facets of the Assistance League facility. This includes the facility budget, facility structure, HVAC, parking lot, landscaping maintenance, security, janitorial, and related activities. All items pertaining to the facility go through the committee and the board.

When committee is most active: Facilities is an ongoing commitment to its members and the building as a whole. As long as the committee stays on top of the ongoing maintenance, issues are few and far between.

Diversity, Equity, and Inclusion (DEI) aims to ensure policies, procedures, and programs reflect the diversity and reality of our membership and the communities we serve. (President-Elect)

What members do: Committee members work towards creating and maintaining an inclusive chapter environment. This means a culture in which every member has a sense of belonging regardless of their background. Committee members will design and offer educational opportunities for chapter members and continually work toward achieving specific DEI goals in the strategic plan.

When committee is most active: Meets monthly throughout the year, to ensure this work remains a top priority for the chapter.

Education coordinates educational workshops and programs for the chapter, including orientation to the national organization. Responsible for updating the chapter's job descriptions. (VP Member Services)

What members do: Plan and conduct orientation for new members and leadership training meetings for the board, and program and committee chairs. They plan and execute educational moments at regular meetings and via the E-Connect newsletter.

When committee is most active: September through June

Finance is responsible for overseeing the financial performance, monitoring the corporation's investments, and future financial planning for the corporation. The committee drafts the mid-year and annual budgets for board and membership approval. (Designated board member)

What members do: Committee members are responsible for the financial activity of the chapter. Members review monthly financial statements, investments, and capital spending to ensure statements correctly reflect the chapter's activity and adhere to the approved budget. Quarterly, the investment company representative reviews the portfolios in detail with the committee.

When committee is most active: Meets monthly throughout the year. The committee is most active from December through January (mid-year budget activity) and from mid-February through April (the annual budget).

Marketing Communications is responsible for all marketing and internal and external communications of the chapter. (VP Marketing Communications)

What members do: Contribute ideas for creative ways to assist the chapter in member recruitment, fundraising, and publicizing the activities. They write copy, do graphic design, publish electronic newsletters, and post on social media. Both internal and external communications are reviewed prior to distribution or publication.

When committee is most active: Year-round

Membership is responsible for all phases of chapter membership, including recruitment, retention, and recognition of members. (VP Member Services)

What members do: Assist in recruiting new members and with prospective member events. Participate in making decisions and proposing policies that address membership concerns

or issues. Assist in contacting members, as needed, for meeting quorums and/or membership renewals. Select the Volunteers of the Month and recommend other chapter recognition.

When committee is most active: August – May

Planned Giving oversees gifts of money and various forms of property to the chapter. (VP Resource Development)

What members do: Provide information to members and act as liaison between the donor and the organization. Review all gifts to the organization and make recommendations to the board

When committee is most active: Year-round, as needed.

Social arranges all social activities of the chapter. (VP Member Services)

What members do: Help plan and arrange chapter social events for the year. Members take turns providing simple refreshments prior to the regular meetings at the Carmichael Clubhouse. They may also organize and host other types of social get togethers, such as a holiday cocktail party, a summer picnic, and/or soup/salad lunches following regular meetings at the Carmichael Clubhouse. The committee provides back up support to new member classes who arrange the December and June luncheons.

When committee is most active: August – May

Speakers Bureau promotes the chapter at community forums and through presentations to community groups. (VP Marketing Communications)

What members do: Give presentations to community groups.

When committee is most active: Year-round, as needed.

Strategic Planning analyzes the chapter's programs and activities and tracks progress toward meeting strategic goals. Assists with preparing and conducting chapter-wide evaluations. (President-Elect)

What members do: Perform four major functions: 1) Take stock of community and chapter needs; 2) Develop the chapter's strategic plan; 3) Support the implementation of the plan; and 4) determine the plan successes.

When committee is most active: During the first and second functions, which usually takes one to three months. The committee is active again when the plan successes are determined, which usually takes one to two months. The actual months involved depend on the starting date of committee work.

FUNDRAISING COMMITTEES

Big Day of Giving (BDOG)

What members do: Set contribution goals, plan and conduct a campaign using social media, email, printed materials, and presentations at regular meetings to encourage participation in the Sacramento Region Community Foundation's annual Big Day of Giving.

When committee is most active: Month of April.

Direct Mail Campaign (Open Your Heart)

What members do: Determine campaign theme, write copy, design and print materials, and address, stuff, and stamp mailing envelopes.

When committee is most active: September through November.

Dream Big Gala

What members do: Plan and coordinate all activities for the event, including location, sponsors, auction, raffle, and other activities, as determined.

When committee is most active: January through April. The committee meets to choose the location the previous fall.

Fundraising

What members do: Brainstorm and present ideas for additional methods of chapter fundraising.

When committee is most active: As needed.

Grants

What members do: Research potential grantors, coordinate with programs to determine financial needs, write and submit grant requests.

When committee is most active: Year-round. Each individual grantor has a timetable during which they accept grant requests.

Great Pumpkin Golf Scramble

What members do: Plan and coordinate all activities related to the golf tournament, including location, sponsors, auction, and raffle.

When committee is most active: June through October. The committee meets to choose the location the previous fall.