

## YCPASR Community Service Chairperson's Responsibilities

The Community Service Committee shall identify and promote activities of volunteer services by the Chapter and its individual members for the benefit of the local communities.

### Community Service Chairperson's Annual Activities

<b>January</b>	<p><b>Attend Board Meeting and provide an update on activities.</b></p> <p><b>Contact community service agencies to schedule for the 3 membership meetings through the year.</b></p> <p><b>Write an article for the Winter Newsletter informing members of tracking their volunteer hours either using the form on the website or on the form that will be placed in the newsletter. Hours are accumulated from July 1 – June 30.</b></p>
<b>March</b>	<p><b>Attend membership meeting. Provide contribution envelopes on the tables. Introduce social service speaker and encourage members to donate to the cause.</b></p> <p><b>Take pictures of this presentation.</b></p> <p><b>Count the donation, and report it to the membership.</b></p> <p><b>Attend board meeting and update on activities.</b></p> <p><b>Write articles for the newsletter reporting on the membership meeting presentation and a separate article to remind members to complete the Community Service Reporting Form.</b></p>
<b>April</b>	<p><b>Attend Region 4 meeting.</b></p>
<b>May</b>	<p><b>Attend membership meeting. Provide contribution envelopes on the tables. Introduce social service speaker and encourage members to donate to the cause.</b></p> <p><b>Take pictures of this presentation. Count the donation and report the total to the membership. Forward the pictures and article about the presentation to the newsletter and IT chairs.</b></p>
<b>June</b>	<p><b>Attend board meeting and give a report on Activities.</b></p>
<b>July</b>	<p><b>Tally the hours members submitted on the Community Service Reporting Forms. Determine who had the most hours and report to the President or Co-Presidents along with the Region 4 Treasurer who will submit the person's name to PASR for a certificate and pin.</b></p>
<b>August</b>	<p><b>Attend membership meeting.</b></p>

**Community Service Chairperson's Annual Activities**

<b>September</b>	<b>Attend board meeting and report on the Volunteer of the Year Award.</b> <b>Write an article for the newsletter about the recipient of the Volunteer of the Year Award, and encourage members to keep track of their community service hours.</b>
<b>October</b>	<b>Attend Region 4 Meeting.</b>
<b>November</b>	<b>Attend Membership Meeting.</b> <b>Provide envelopes on tables for contributions for the Social Service Agency speaking at the meeting. Introduce the speaker and take pictures of their presentation. Count the money donated that day and report to the membership.</b> <b>Forward pictures and article to the newsletter and IT chairs.</b>