

# **GUIDE FOR PHILANTHROPY/COMMUNITY SERVICE CHAIR**

(from *Guide for Officers*, Theta Xi Fraternity)

## **DUTIES OF THE PHILANTHROPY/COMMUNITY SERVICE CHAIR**

### **Job Summary:**

**Plans, organizes, and schedules all philanthropy and community service projects for the chapter.**  
**Ensures that the chapter's involvement supports the goals and purposes of the chapter and Fraternity.**  
**Provides guidance and direction to committee members and works with other chapter officers/chairs to ensure appropriate communication, scheduling, planning, and organization of functions.**  
**Follows and enforces all risk management policies of the chapter, Fraternity and college/university.**

### **Job Responsibilities:**

- Provides guidance and direction to committee members in setting goals and objectives within the assigned office that directly support the goals and objectives of the chapter.
- Provides and schedules all philanthropy and community service projects for the chapter. Develops a variety of support functions to educate members and to effectively utilize allocated funds.
- May conduct random surveys of the membership to solicit ideas and/or opinions of potential functions. Makes decisions based upon the goals and purposes of the chapter and Fraternity. Maintains records on the success/failure of all philanthropic activities.
- Works with other officers and chairmen to ensure appropriate communication, scheduling, planning, organization, and preparation of events. Prepares schedules prior to the beginning of each academic term.
- Submits budget requests for philanthropy and community service activities to the Treasurer prior to the beginning of each term. Assists in the administration of an effective budget control program. Provides timely updates to the chapter membership.
- Performs other responsibilities as assigned by the president and/or vice president.