

## HEARTS AND HANDS

### JOB DESCRIPTION

The Hearts and Hands Chairman is appointed by Tinker Officers' Spouses' Club President. The Chairman acts as a liaison between the Board of Governors and the hosting organizations donating items, coordinating the collection of donations to be offered at designated functions.

### COORDINATING OFFICER:

The Second Vice-President is the officer to whom you first take all questions or actions regarding this office.

### COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the Second Vice-President and the Recording Secretary. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement.
4. Hearts and Hands will be held on a monthly basis at functions except for the months of April and May.
5. The chairperson will coordinate the collection of donations to be offered at the designated functions. Each participating organization will be asked to donate a minimum of six (6) items or more. Contact participating organizations two months prior to month they will be donating items, The President will provide you with the list of organizations and which functions they will hostess for Hearts and Hands.
6. Inform participating organizations about the following guidelines:
  - a. Items donated may be crafts, plants, foods - prepared at home or purchased.
  - b. Arrive a minimum of 20 minutes prior to the social time at the Tinker Club to bring the donated items to the Hearts and Hands chairperson.
  - c. Arrive a minimum of 30 minutes prior to the social time at the Tinker Club to prepare the Hearts and Hands table/s and to receive donations from the participating organization.
7. Maintain blank bidding sheets for items and pencils and/or pens.
8. Act as hostess for the Hearts and Hands table until all donated items have been presented.
9. Have President announce close of bidding after the program, but before drawing for door prizes. After closing the bidding, have the President call you up to announce the winner of each item. Instruct winner/s to pay by cash or by check (made payable to the OSC) before leaving with their item/s.
10. Make note of the total amount of money raised and then turn over the money to the Administrative Treasurer. The money is deposited in the Administrative Fund.
11. Contact participating organizations one month prior to the function they will be hosting. The President will provide you with a calendar of organizations hosting a function and their P.O.C.

**DUTIES OF THE ASSISTANT CHAIRPERSON:**

The Assistant Chairperson shall perform the duties of the chairperson in h/her absence; including, but not limited to: attend board meetings, vote at board meetings and fill the office of the chairperson should the office be vacated.

Revised 01/2012