

# **FMA Chairperson Descriptions and Duties**

## **Community Service Chair**

The UW-Bothell FMA Community Service Chairperson reports directly to the Vice President, and is responsible for seeking out and organizing monthly community service opportunities for FMA members. The duties of the Community Service Chairperson are as follows:

1. Contact volunteer coordinators at non-profit organizations in the Puget Sound area and request information pertaining to group volunteer events.
2. Create and submit a list of possible community service events to the board of directors 30 days prior to the beginning of each academic year.
3. Upon board approval of community service opportunities, and by the direction of the Vice President, the community service chair will plan the community service event.
4. Work closely with the Marketing Officer to advertise the event to members and create campus awareness for the event.
5. Record member attendance at all community service events and report attendance to the Vice President.
6. No later than three days after each project, a one-page report of the event will be submitted to the Marketing Officer through the Vice President to be included in the quarterly chapter e-newsletter.

Additional duties may be included, and the above listed duties may be adjusted as the chapter President deems necessary.