

Community Enrichment Job Description

Reports to: Treasurer

The **Community Enrichment Chair** shall oversee all welfare disbursements (other than Scholarships) for the VCC. This includes responsibilities, but is not limited to:

- A. All duties and responsibilities as listed in the most current Bylaws.
- B. Supervise the Community Enrichment Committee (CEC) which determines how to distribute annual VCC welfare and philanthropy funds within the community.
- C. Establish a committee comprised of 3-5 non board, general members representing a cross-section of the General Membership, and at least one advisor appointed by the VCC President to make up the committee.
- D. Work with the Executive board to review and revise an annual CE SOP including approval thresholds and other general board requirements for grants not recommended for payment by the CE Committee.
- E. Chair Community Enrichment Committee Meetings, per SOP.
- F. Establish monthly meeting dates and locations.
- G. Establish monthly request submission deadlines and work with publicity and social media chairs to publish this information widely within the community.
- H. Work closely with the Community Partnerships Liaison to increase awareness of the VCC grant process and available funding.
- I. Invite the President, VCC Advisor(s), and Honorary Officers to the Community Enrichment committee meetings.
- J. Establish an annual budget recommendation for CE grants and philanthropy.
- K. Create and update an annual Funds Request Form for community distribution.
- L. Collect and validate information on community requests.
- M. Supervise meetings to evaluate and vote on community requests, using the following voting procedure:
 - a. A valid committee vote consists of a simple majority vote given that at least 3 committee members are present.
 - b. The CEC Chair shall vote only in case of a tie.
- N. Present to the General Board any grant requests not recommended for funding for final review and general board vote.
- O. Request emergency votes when necessary for time sensitive requests.
- P. Coordinate with the Treasurer the disbursements of checks for grant recipients.
- Q. Keep a record of CE grants given and receipts provided by grantees for three years.