

Greenville Woodworkers Guild, Inc.
Position Description

Title: Vice President, Charitable Projects

PDE No.: 7
Revision: 3
Date Adopted: Aug 13, 2012
Resolution: 2012-33

General Responsibilities:

The Vice President, Charitable Projects is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing and administering the Charitable Projects Program of the Guild.

Authorization:

The Vice President, Charitable Projects is an elected Officer of the Greenville Woodworkers Guild, Inc. He/she is a member of the Board of Directors and operationally reports to the President. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Vice President, Charitable Projects may appoint such assistants and project coordinators as may be necessary to assist with the duties of the Vice President, Charitable Projects –and/or to execute approved charitable projects. Any such assistants and project coordinators serve at the pleasure of the Vice President, Charitable Projects.

Specific Duties and Responsibilities:

The Vice President, Charitable Projects responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Receive and review all requests and proposals for the Guild to undertake a community charitable project. Such requests and proposals may be submitted by any person. All such requests must be directed to the Vice President, Charitable Projects.
- Assess the nature of the requested project including the size, cost and human resources required to complete the project. Evaluate the Guild's ability to accomplish the project in a timely manner, considering other requested and/or approved projects.
- Present all requests and proposals to the Board of Directors for consideration. Include the nature, size, cost, required resources and scheduling considerations. The Board of Directors may formally or informally approve a request, reject a request or request additional information about a request before making a decision. Approval by the Board of Directors, absent directives to the contrary, authorizes the Vice President, Charitable Projects to proceed with the project and to expend Guild funds as detailed in his/her presentation.
- Appoint a Coordinator for each approved project. The Coordinators will be responsible for the execution of their projects. The Vice President, Charitable Projects may at his/her discretion delegate the authorization to expend funds to Project Coordinators. He/she must make such delegations known to the Treasurer.
- Ensure that the Coordinator of each project, upon completion of the project, provides a report, photos and/or other documentation of the project to the Vice President, Charitable Projects, the Newsletter Editor, the Website Manager and the Vice President, Communications.
- Report on the status of all approved community and charitable projects at each regular meeting of the Board of Directors.
- Maintain the Education Center Toy Room in a clean and orderly fashion including set-up, clean-up, supplies, trash removal, etc.
- Perform all of the duties incidental to the office of Vice President, Charitable Projects and such other duties assigned to such office by the President or the Board of Directors.