

KCYM JOB DESCRIPTION

CURRENT PROJECTS CHAIRMAN

2025-2026

Job Description: The Current Projects Chairman *shall be responsible for obtaining* progress reports and evaluations of all current community service projects from project coordinators. Upon receipt of evaluations, the Current projects chairmen will conduct a meeting with her committee to decide and make recommendations regarding their continuation, termination or alteration.

List of Duties:

1. **Automatic – Chairman:** Current Projects
2. **Automatic Committees – Member:** Long Range Planning; Community Service; Future Projects
3. **YOUR DIRECTOR IS: Director of Projects.**
4. She shall head a committee which will include the Director of Community Service, Director of Projects and the Future Projects Chairman as well as volunteers who will recommend which current civic projects will be amended, discontinued or continued in the following year.
5. She will be in contact with the Director of Community Service early in the Club year to preview each community service project's plans, including a complete schedule of when they occur and a list of current and preceding Project Coordinators.
6. She shall see that each Project Coordinator of a community service project submits to her a project evaluation upon completion of her project. Evaluations of on-going projects as well as evaluations from the previous club year are due by October First. The Current Projects Committee will meet in October to prepare its report to the KCYM Board at their January meeting. The Current Projects Chairman shall supply forms as needed to the Project Coordinators.
7. She and her committee shall review the project reports and evaluations with regard to fulfilling Club goals and member commitment. This meeting must occur prior to the first meeting of the Future Projects Committee, so the latter committee will be informed of which current projects will be continued next Club year.
8. She will prepare a written report of the Current Projects Committee meeting for distribution to the Director of Projects, the Director of Community Service, the Future Projects Chairman and the President-Elect prior to the meeting of the Future Projects Committee. The report should include suggested changes to be made in projects continuing next year, including recommendations for changes in frequency and changes in project descriptions.
9. At the Joint Board Meeting in January, she shall submit a report listing the proposed continuing community service projects to be offered to members at Club Commitment Day in March. The report should contain a motion to continue said projects. This report should

precede the report on that same day by the Future Projects Chairman, which details new projects to be voted upon.

10. After Club Commitment Day, she shall assist the President-Elect as needed in placing active members who did not make commitments on that date.
11. She shall submit a year-end report to the Director of Community Service by the April Board meeting. Within that report shall be the copies of the project evaluations returned by KCYM affiliates and project chairmen. Any additional suggestions and revisions as determined by her committee should be included in this report. The outgoing Director of Community Service will pass on this report to the incoming Director of Community Service.

Information Pertinent to Performance of Duties:

1. These persons are automatically on your committee: Director of Community Service, Director of Projects, Future Projects Chairman, and Long-Range Planning Chairman. Also invite the President-Elect and President.

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KCYM TIMELINE

Current Projects Chairman

2025-2026

April

- Meet with outgoing Chairman.

May

- Attend Installation Day Tea
- Confirm list of committee members.
- Attend Joint Board Meeting. At this meeting, present a report that consists of a simple motion to approve your committee members listed in alphabetical order.

June-July

- Obtain from the Director of Community Service the list of current Project Coordinators and the schedule of current projects. (These are in the yearbook when published, but it's easier if you get them ahead of time.) Use these to make yourself a checklist of when projects will be completed. During the year, use the list to remind Coordinators to submit their evaluation forms to you.
- Meet with the Director of Projects and Future Projects coordinator to review timelines and responsibilities.

August

- Set a date with your committee members for your Current Projects meeting. This meeting should take place on the 3rd or 4th week in October. The date should be coordinated with your Director, because Future Project Committee needs your committee's decisions before they can finalize suggestions for new projects. There are several members whose presence at the meeting is essential: Director of Projects and Director of Community Service, Future Projects Chairman.

September-October

- Schedule date for CURRENT PROJECTS MEETING -3rd to 4th week in October
- Attend the September Joint Board meeting.
- Attend Reassembly Day Tea.
- Collect and review evaluations from service Project Coordinators. Send email or phone reminders to Coordinators whose projects are completed. Coordinators should submit two evaluations for each project: one from the coordinator and one from the agency's contact person. (Coordinators have these forms in their red notebooks, but it works best if you email them the forms as part of your reminder.)
- In advance of your meeting, talk with the Director of Community Service to get a sense of which projects need particular attention. Ask Project Coordinators for an update if you have no recent evaluations of their project (consider emailing them a Midyear Update request for this purpose: 2008-2009 was the first year for this, and it worked well). At the meeting, discuss each project among committee members. The objective will be to decide which projects to continue, which to modify, and which to eliminate. Evaluate the number of projects in relation to the size of the

current membership and its needs. Keep careful notes of comments to use as a basis for your written detailed report about each project.

Prepare report for the Current Projects Meeting.

- Attend October Business meeting.

November

- Attend Future Projects meeting
- Attend Business meeting.

December

January

- Prepare mid-year report for Joint Board Meeting. Report should include a summary of the meeting and two motions: one naming all projects that will continue for the next club year, and one motion that names all of the projects that are to be discontinued for the next club year. Any modifications to projects (such as schedule reductions, etc.) should also be included in this report. After the January BOD meeting, email (don't call) the current Project Coordinators of potential changes, elimination or modifications to their project. This is a courtesy email only, not an opportunity to get their project back on the list as the Committee has already reviewed and discussed the project evaluation. The Director of Projects will send a formal letter to affiliates who are no longer being serviced by KCYM. This will occur after the January Joint Board of Directors meeting, in which the motion to discontinue working with the affiliate will be voted on.
- Email report to Electronics Chairman.
- Attend Business meeting

February-April

- Continue to remind Project Coordinators to complete and collect project evaluations.
- Update CCD sheet as requested by President-Elect.
- Review your job description and submit recommendations to the President –Elect as requested
- Attend Business meetings.

March

- Attend CCD.
- Turn in Blue Book when requested.
- Prepare Working Notebook to pass on to your successor.
- Attend Business meeting.

April

- Meet with incoming chairman.

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