

KCYM JOB DESCRIPTION DIRECTOR OF COMMUNITY SERVICE 2025-2026

Job Description: The Director of Community Service oversees and administrates all KCYM community service projects. She shall coordinate the activities of the Community Service Project Coordinators and shall act as their liaison to the Board of Directors.

List of Duties:

- 1. Automatic Committees: Member:** a) Budget; b) Current Projects; c) Future Projects; d) Service Hours/Data Base
- 2.** She shall determine the donation amount that would equal one service hour credit and submit that in the form of a motion at the May Board of Directors Meeting.
- 3.** At New Member Forum, she presents information about our community service projects to the new members.
- 4.** She is responsible for updating specified pages for the yearbook.
- 5.** If a Civics Day program is planned, she arranges for the speakers from our affiliates.
- 6.** Starting early January, she gathers information necessary for budget meetings.
- 7.** Starting mid-January, she begins planning next year's community service project calendar and gathers information for sign-up sheets with the help of her project coordinators.
- 8.** She helps the President-Elect prepare the sign-up sheets for CCD and set up for CCD.
- 9.** She maintains a flash drive with electronic files for all community service projects.
- 10.** She has a budget of \$75 for Administrative expenses.

rev: 4/11, 2/2013, 11/2013, 3/2015, 2/17, 2/18, 2/20/ 3/23

KCYM TIMELINE

DIRECTOR OF COMMUNITY SERVICE

2025-2026

April:

- Attend Incoming/Outgoing Board of Directors Meeting.
- Meet with your successor to go over Community Service areas and provide her with the flash drive of Community Service documents.
- Attend Business meeting.

May:

- Make a motion at the Board Meeting to accept a dollar amount equivalent to one hour of service. (In the past, a donation of \$15.00 equaled one service hour.)
- Attend Installation Day Tea
- **Collect any outstanding red notebooks, update them, and distribute electronic Red Notebooks to Project Coordinators.** Beginning Club Year 2022-2023, the Director moved toward an electronic Red Notebook. All the items for the Red Notebook by affiliate are saved into a flash drive. This drive labeled by Club Year is passed to the next Director. The biggest challenge is getting all the information from Project Coordinators regarding current contact at affiliates and any updated information about the project. It might be helpful to have a Zoom meeting of all the project coordinators to go through the Red Notebook and familiarize them with the contents and procedures. You can do it by meeting with individual project coordinators as another option. Be sure those Project Coordinators with a budget are familiar with the spending and reimbursement procedure. Encourage the project coordinators to use their budget and submit receipts. The contents for the Red Notebook are
 - **1. Community Service Project Summary Sheet**
 - **2. Community Service Project Coordinators Duties**
 - **3. CCD Sign Up sheet for the Project**
 - **4. KCYM Board Structure**
 - **5. KCYM Board and Standing Committee Roster**
 - **6. New Member Class**
 - **7. KCYM Service Hour Instructions**
 - **8. KCYM Service Hour Form**
 - **9. How to Submit a Report/How to Write a Motion**
 - **10. Sample Email Message for Affiliate for Evaluation**
 - **11. KCYM Project Evaluation 2023-2024**

- **12. Agency Evaluation 2023-2024**
 - **13. KCYM Factsheet Current Projects 2023-2024**
 - **14. KCYM Newsletter Deadline Date**
 - **15. KCYM Reimbursement Form 2023-2024**
- **Look at the Community Service spreadsheet** listing the projects by months. Check for the projects coming in June. Inform Project Coordinators of June projects about the deadline for June newsletter which is the Friday before the next month's Board meeting.
 - **Prepare presentation for and attend New Member Forum in May.** You will be asked by the New Member Chairman to give a short talk on our different service projects to the New Members who know nothing about them. Talk with the New Member Chairman about which specific projects she wants her New Members to sign up for; then be sure to describe these in your speech. You should suggest to the New Member Chairman projects that still need lots of volunteers. Stay and help the New Members sign up.
 - **Get the CCD signup sheets after the New Member forums with the New Member signups. Send those updated sheets to the project coordinators. (Coordinate with the New Member Chair to do this.)** You will want to add them to your electronic copies of the Red Notebooks. You can replace the CCD sheet with this updated sheet that has New Member sign ups. It is important to have copies. Questions arise and it helps to have this reference.
 - **Prepare for and attend President's Calendar Meeting in May.** The existing community service project calendar was updated in April, but you will want to check the dates; for example, some dates may not have adequate sign-ups, even after New Members are added. The President will probably ask you for dates which extend beyond May 2024 as well (see our yearbook's back cover). You will need to plan these dates with our affiliate contacts. Share a copy of your projected calendar with the President before the calendar meeting so she can look for conflicts before the meeting.
 - **Begin work on the Yearbook pages that you are required to update by early June:**
 - 1) Kansas City Young Matrons Club Affiliates (pg. 13 in 2024-2025 yearbook). Add new projects, delete old ones, and correct affiliate names as needed.
 - 2) Addresses and directions to KCYM Affiliates (pgs.14-16 in 2024-2025 yearbook). Delete old projects and add directions to new ones.
 - 3) Standing Committee and Project Descriptions (pgs.17-20 in 2024-2025 yearbook). Delete old projects; add the new ones, change details as needed.
 - 4) Director of Community Service: Community Service Projects (pg.30 in 2024-2025 yearbook). Delete old projects, add the new ones, and change Project Coordinators' names.

The preferred way to do this is to mark up the page and send to Yearbook Chair. She will incorporate the changes into the document. Issues have arisen in the past when trying to email documents and using them.

June:

- Attend Board meeting.
- **Finish work on Yearbook pages outlined above and submit by June deadline.**
- Attend committee meetings as required. If October Civics Day speakers are required, you will assist the Director of Associate Sustaining Members before the Yearbook deadline, so names of speakers can be printed in the Yearbook. If it is a Philanthropic Fundraiser year, coordinate speaker with the Philanthropic Fundraiser Chairs.
- **Remind Project Coordinators that there is *no newsletter in July*. Remind appropriate coordinators of August newsletter deadlines and to submit articles; encourage them to take pictures and share with historian and use in newsletter.** Use the community service calendar “by date” to see what’s coming up.

July:

- Attend Board meeting.
- **Assist the Director of Associate Sustaining Members on Civics Day speaker arrangements and biographical information; offer to write a newsletter article to print in September issue that announces Civics Day speakers.**
- **Remind appropriate coordinators of newsletter deadlines and to submit articles; encourage them to take pictures and share with historian and use in newsletter.**

August:

- This is a good time to catch-up and/or think ahead. Remind the coordinators to look over instructions in their notebooks, keep good notes, etc. Look at the yearly calendar and decide which project you want to attend and make note on your schedule.
- **Remind appropriate coordinators of newsletter deadlines and to submit articles; encourage them to take pictures and share with historian and use in newsletter.** Use the community service calendar “by date” to see what’s coming up.

September:

- Attend Joint Board of Directors meeting.
- Attend Reassembly Day Tea
- **Beginning of month:** Prepare for Civics Day, coordinating with the Director of Programs and Director of Associate Sustaining. This may involve reconfirming speakers, arranging for their needs (such as any equipment) and arranging for complimentary lunches through Luncheon Reservations.
- **Remind appropriate coordinators of newsletter deadlines and to submit articles; encourage them to take pictures and share with historian and use in newsletter.** Use the community service calendar “by date” to see what’s coming up.

October:

- Attend the Board and Business meetings.
- **On Civics Day:** Assist Director of Associate Sustaining Members as they introduce affiliate guests who participate in Civics Day program. Send thank-you notes to them after the program. Designate luncheon seats for guests, President and yourself if this has not been done. For the Philanthropic Fundraiser year, the introductions may be done by the Chairs. Coordinate with them.
- **Prepare for the Current Projects meeting** typically scheduled for this month, which you will attend. Discuss with the Coordinators how their projects are going thus far. Ask the Current Projects Chairman to give you copies of these as she receives them from the Project Coordinators and file under each project in your binder. After the meeting, the Current Projects Chairman should send the list of approved projects to you. Discuss any recommended changes with the current Project Coordinator.
- Attend Future Projects Committee meeting. After the meeting, a list of approved projects should be received from the Chairman.
- **Remind appropriate coordinators of newsletter deadlines and to submit articles; encourage them to take pictures and share with historian and use in newsletter.** Use the community service calendar “by date” to see what’s coming up.

November:

- Attend Board meeting and Business meeting
- **Remind appropriate coordinators of newsletter deadlines and to submit articles; encourage them to take pictures and share with historian and use in newsletter.** Use the community service calendar “by date” to see what’s coming up.

December:

- Attend Board meeting.
- Before December 15: **Prepare for Mid-Year Report** due at the January Board meeting. **Remind project coordinators to submit their reports** to the President, President-Elect, Director of Administration, and Parliamentarian and you in that order several days prior to the Board meeting. Exempt from reports are Project Coordinators who have already filed their final report or those whose projects have had no activity. You will especially need reports from those who have submitted NO written report this club year.
- By month’s end: **Prepare your own Mid-Year Report in time for the January Board meeting,** compiled from the reports of the project coordinators. It is good not to repeat what these reports had but use this report as a time to highlight the work and to praise the project coordinators.
- **Remind appropriate coordinators of newsletter deadlines and to submit articles; encourage them to take pictures and share with historian and use in newsletter.** Use the community service calendar “by date” to see what’s coming up.

January:

- Attend Joint Board and Business meeting.
- Present Mid-Year report at January Board meeting.
- Early in the month: begin collecting from Project Coordinators their ideas about monetary needs for their project NEXT Club year regarding budget and encourage them to submit dates for the Club Commitment Day sign-up sheet changes. A form called “KCYM Service Project Coordinator Planning Worksheet for Next Club Year” (included in this notebook) may be useful. ***Be sure to send requests only to the Project Coordinators whose projects are approved for the upcoming Club year.*** Request that they complete this for you by January 30th or sooner.
- **Submit budget projections for each project** to the Budget Committee upon request, usually mid-month. Speak with each Project Coordinator about their budgetary needs. Complete the worksheet sent to you by the Assistant Treasurer.
- **Attend Budget Committee Meeting**
- **Meet with the President-Elect in early January to discuss Club Commitment Day.** It is good if the Community Service Director handles getting the necessary information for the CCD signups such as dates, number of volunteers needed (be sure to divide up with current members and use a few spots for New Members who sign up in May), project coordinator needs. As Community Service Director you have a good perspective of what is needed, and it is useful to personally reach out to members and ask if she has an interest in being a project coordinator. For many projects having a co-coordinator is helpful, especially teaming a current coordinator with a newer member. This sets up a way to transition leadership going forward.
- **Plan dates, times and number of volunteers needed for NEXT years’ service projects**, using current year’s calendar as a guide. Ask each Project Coordinator to work with the affiliate to determine dates for the next Club year; check to see if the current Project Coordinator wants to continue. You may have to reach out to the project coordinators to remind them of this. In some cases, you may have to reach out to the affiliate yourself to set up next year’s dates.
- **Remind appropriate coordinators of newsletter deadlines and to submit articles; encourage them to take pictures and share with historian and use in newsletter.** Use the community service calendar “by date” to see what’s coming up.

February:

- Attend Board and Business meetings
- **Coordinate with the President-Elect to provide the calendar of community service projects for the next year.** You need to recruit coordinators for open positions.
- **By mid-month, provide President-Elect with project information for Club Commitment Day sign-up sheets.** She will need specifics, including dates and times, descriptions, and numbers of volunteers needed. Use the information you received from each chairman.
- **Remind appropriate coordinators of newsletter deadlines and to submit articles; encourage them to take pictures and share with historian and use in newsletter.** Use the community service calendar “by date” to see what’s coming up.

March:

- Attend Board and Business meetings

- **Remind Coordinators to prepare final reports** and all other items, if their project has been completed.
- Update the “Community Service Project Coordinator: New & Old” list after the President Elect knows who they are (hopefully by mid-month.) She may ask your help in identifying whom to ask.
- After CCD, get copies of the Club Commitment Day sign-up sheets from the President Elect.
- **Notify the new Project Coordinators about projects in May** and of the April newsletter deadline. Also provide them with the sign-up sheets or names of their volunteers for the newsletter articles.
- **Begin revising/updating information for the upcoming Director**, specifically those listed under “April” below.
- **Remind appropriate coordinators of newsletter deadlines and to submit articles; encourage them to take pictures and share with historian and use in newsletter.** Use the community service calendar “by date” to see what’s coming up.

April:

- **Prepare to present your Final Report at the first April Board meeting.** This will require Project Coordinators who have not submitted a Final Report to send you theirs. Get annual service hours totals from Service Hour/Database Management Chair.
- **Update the following if any revisions are needed:** Community Service Project Coordinators, Project Evaluation Forms (check with the Current Projects Chairman to see if she suggests revisions)
- Using the sign-up sheets from Club Commitment Day, **update the Community Service Project Calendar by date.** Give a copy of the updated calendar to the President Elect, so she can review it before her calendar meeting in May.
- **Update the “KCYM Affiliates” list** for the new Director. You may have to call some of the affiliates and the Future Projects Chairman for new information.
- **Update each “Service Project Summary Sheet” for each project**, listing the new Project Coordinator, affiliate information, new budget, and how to write donation checks. You will probably need to check with the Treasurer about the proposed budget for each service project; although it will not be approved until the May Incoming/Outgoing Board meeting, you can get the pages started, and then make any changes after that meeting, if necessary. Place the updated sheet in the corresponding project’s red notebook.
- **Update each project’s red notebook** with new standard information sheets.
- **Most importantly, Project Coordinator’s notebooks should contain all information from at least the two previous Club years, including:**
 - Copies of reports
 - Timeline from previous Coordinators or project outline
- **Prepare electronic red notebooks for new projects.** You may need information from the Future Projects Chairman. (There is one new project for 2025-2026: CASA Back to Basics).
- **Meet with the new Director of Community Service** to explain the job. Share with her the Club Commitment Day signup sheets even though the New Members may not have signed up yet. She

will need to send a picture of the signup sheet to those coordinators whose project dates are in May and June.

Rev: 2/2013, 11/2013, 1/2017, 2/2018, 3/2019, 2/2020, 3/2023, 2/2025

General Notes:

- Check each month for projects that are one time only or have completed their last session. Ask the Project Coordinator to submit her Final Report. This will get reports coming in throughout the year and avoid all of the Final Reports being done in April.
- One challenge is the Evaluations on Projects that the Current Project Chair needs for the meeting in October. I would suggest that as a project is completed, the project coordinator complete the evaluation form and send the form to the affiliate to complete. These reports should be added to the electronic Red Notebook and sent to you for inclusion in your Red Notebooks. This should enable the Current Projects Committee to have the information needed to review the project. (This is something that I thought of at the end of my term. There may be some overlap this first year, but going forward, it would provide evaluations at the end of one Club Year that could be used in October of the next Club year for the review.) Of course if there are any changes, these could be accounted for in October.
- At every opportunity encourage members to be project coordinators.
- With the recent pandemic, the Club got out of practice with the processes we need to follow. For that reason, I would encourage you to meet with the project coordinators (zoom would likely work rather than finding a specific place and time to bring them together) and go over the contents of the Red Book and outline your expectations for the year. I feel that coordinators who have been around don't even read what we send out. The elements are all important to assessing the merits of projects, finding out the budgetary needs, and keeping proper documentation for those who come later. Reminders throughout the year may be good for specific things. Such as after a project is completed asking the coordinator to send out and fill out the evaluation forms. (I didn't think of this or really understand this when I started out.)
- I am trying to find out who all the affiliate contacts are and leave that behind—however if I am unsuccessful, you may need to reach out to a few of them to determine who is contact. The Club should have these listed in a central location. This helps us should a project coordinator leave and not leave all the information behind.
- For the newsletter, it is helpful to have an article before a serving to remind those who signed up of their commitment. Also this enable the coordinator to recruit additional volunteers. After the project, it is good to have a picture of those who served and/or pictures of the workers doing the project. Captions should recognize all those who participated (in the case of those not there or who left early list those ladies, too.) Likely this is the best way to celebrate a successful project. No text or lengthy text is needed. (This was an idea from a brain storming)