

KCYM JOB DESCRIPTION FUTURE PROJECTS CHAIRMAN 2025-2026

Job Description: The Future Projects Chairman shall be responsible for investigating the feasibility and appropriateness of the addition of future projects with charitable community agencies with whom KCYM is not currently involved. She shall also be responsible for consideration of the addition of a future project with a current affiliate. She and her committee will develop, evaluate and make recommendations on proposals based on the established criteria below.

Every other Club Year, the primary focus of the committee will be to evaluate charitable community organizations with the purpose of recommending the beneficiary of a gala fundraiser to be held the following Club Year.

List of Duties:

1. **AUTOMATIC CHAIRMAN:** Chairman of the Future Projects Committee
2. **AUTOMATIC COMMITTEES: Member of:** a) Current Projects Committee
3. She shall attend the May, September and January Joint Board of Directors/Standing Committee Chairmen Meetings and all business meetings.
4. If requested, she shall assist the President-Elect in the organization and staffing of Club Commitment Day.
5. She shall be responsible for receiving, researching and submitting for approval civic project proposals with which KCYM is not currently involved. These proposals may include consideration of a new project with a current affiliate.
6. She and her committee will research all philanthropic project proposals and will work with the Director of Projects.
7. She and her committee will research the feasibility and appropriateness of all timely submitted proposals and make recommendations for future Club Years based on the following criteria:
 - a. The project allows for membership interaction and friendship development by requiring large groups of members working together on the project.
 - b. The project allows for flexibility in scheduling and time commitment of members.
 - c. The project provides hands-on experiences.
 - d. The project allows for community impact and increased recognition of KCYM.
 - e. The cost, duration and training required for the project must be deemed reasonable and appropriate by the committee.

- f. The project has the endorsement and support of a KCYM member willing to coordinate the project for at least the first year, to provide guidance and maximize member participation of the new project.
8. She shall communicate with the contact agency of each future project under consideration as appropriate throughout the approval process. If a KCYM member proposed a potential future project, if appropriate, they should be included in the communication.
 9. She shall communicate with the Director of Community Service, the Director of Projects and the Current Projects Chairman to update everyone and ensure that all Directors are aware of the activities each is performing.
 10. If requested, she shall meet with the Current Projects Chairman, the Director of Projects and the Director of Community Service and the President Elect to create the "Description of Projects" for the next Club year. These descriptions shall be submitted by the President-Elect to the newsletter to be printed in the February issue of the newsletter. They shall also form the basis for sign-up sheet descriptions at Club Commitment Day, which is conducted by the President-Elect.

Information pertinent to performance of duties:

1. **These people are automatically on the Future Projects Committee:**
Current Projects Chairman, Director of Community Service, Director of Projects, Chairmen of the Magic Ball in a beneficiary selection year or Chairmen of the most recent Magic Ball if a non-gala year.
2. From time to time, the Future Projects Chairman should communicate with the proposed and/or approved new affiliates. Communication might be by telephone or email to establish a contact person at the organization, explain KCYM's intention to consider helping its mission, and to inform them of the approval process and time frame. This communication should also be extended to current affiliate contacts and members who have proposed new projects, which are being considered.

Following approval of the project by the Board of Directors and by the membership, the Future Projects Chairman should call or email the contact person of each organization as well as communicate the approval to the KCYM member, who proposed the new project. At this point, final details and descriptions of the project should be agreed upon with assistance from the Director of Community Service. Director of Community Service assists with the date selection of the project. In addition, notify the contact person and the KCYM member of any organization whose proposed projects were not adopted.

In **January**, after the Board of Directors meeting and Membership approval, the Future Projects Chairman should notify the affiliate contact person by phone or email. Include commitment to and description of the project, introduce the Director of Community Service or Project Coordinator with whom the affiliate

will work, and ask the affiliate to verify contact name, address, telephone number and directions to use in our Yearbook.

Rev: 4/08, 3/2013, 1/2016, 3/2019, 3/2020

KCYM TIMELINE

FUTURE PROJECTS TIMELINE

2025-2026

Things done every year are in **black**

Steps in choosing a beneficiary for the biennial Philanthropic Fundraiser are in blue

Helpful Tip:

As recommendations for potential affiliates/beneficiaries are received, acknowledge them via email (cc Dir. of Projects)

MAY:

- Attend Installation Day Tea
- Email all committee members to verify they are willing to serve on FP Committee
- Prepare motion to approve committee members (alphabetized list)
- Attend Joint Board Meeting and present motion on committee members
- Email alphabetized names of committee members to Year Book Chairman
- Attend President's Calendar Meeting

JUNE:

- Continue responding to potential affiliates/beneficiaries as they are received

JULY:

- Prepare notice for AUGUST newsletter requesting suggestions for possible new affiliates or [Philanthropic Fundraiser Beneficiaries](#). Include criteria from Job Description #7a-f.
- Helpful Tip: Put a deadline date for submissions in the article.

AUGUST:

- [Email committee members with suggestions, ask for additional suggestions.](#)
- [Schedule FP meetings with the first meeting no later than the second week of September.](#)
- [Send email to committee members with the possible dates of all three Philanthropic Fundraiser planning meetings \(initial meeting, second meeting, third meeting which follows on-site visits and fourth meeting for presentations and beneficiary vote\).](#)
- [Email committee members reminding them of the first meeting in September as well as subsequent meetings scheduled.](#)
- Submit article for September newsletter requesting suggestions for potential Philanthropic Fundraiser Beneficiaries and additional projects with new affiliates or current affiliates. Include criteria for affiliates and projects from Job Description #7a-f. Helpful Tip: Put a deadline date for submissions in the article.

SEPTEMBER:

- Attend Reassembly Day Tea and Joint Board of Directors Meeting.
- Receive suggestions for new projects with new affiliates or current affiliates.
- Put a second notice in the newsletter requesting suggestions from additional projects with new affiliates or current affiliates. Include criteria for affiliates and projects from Job Description #7a-f. Helpful Tip: Put a deadline date for submissions in the article.
- [Hold first FP committee meeting no later than second week of September.](#)

- Review previous beneficiaries. ○ Present list of suggested beneficiaries. ○ Reduce list to ~10 potential beneficiaries and discuss. ○ Review criteria for choosing beneficiary.
- Send email reminder for second FP Committee meeting to be held the third week of September.
- Hold second FP committee meeting no later than the third week of September.
 - Using GuideStar, www.gkccf.guidestar.org, narrow list down to 5 agencies to tour
 - Via committee vote. Email Beneficiary Questionnaire to remaining agencies to be completed and returned before agency tours.
- Schedule visits for each of the five prospective beneficiaries with committee members attending as many tours as potential affiliates allow. Gather consistent information to provide fair comparison during discussion of tours (third meeting).
- Contact any KCYM member who suggested a non-selected beneficiary and thank them.
- Send email reminder regarding tours and next meeting date.

OCTOBER:

- Attend business meeting and Civics Honoring Day
- Attend Current Projects Meeting
- Prepare report for Director of Projects to read at Board of Directors meeting w/motion to plan the Magic Ball.
- Email committee members reminding them of third meeting.
- Third meeting scheduled Late October and PRIOR to Nov. Board of Dir. Meeting.
 - Narrow the semi-finalists to two-three finalists via discussion of tours and vote.
 - If needed, finalists will prepare a formal presentation at the Club House in early November.
- Contact any KCYM member who suggested a non-selected beneficiary and any agency which was not selected and thank them.
- If needed, call and email each finalist asking them to make a 15-20 minute presentation to the committee PRIOR to the Nov. Board of Dir. meeting.
Helpful Tip: Communicate with the finalists to advise them of the KCYM process to finalize the beneficiary. It may be a month or more before a decision and announcement is made.
- Schedule one hour for each finalist to make their presentations (nine, ten and eleven a.m.) 20 min. to present, 15 min. to ask questions, clean up time
 - Discuss presentations. Have ballots prepared in advance.
- Email a motion to the Beneficiary Board for approval of chosen Beneficiary

NOVEMBER:

- Meet with committee to discuss potential new affiliates or projects. This is
- done after Current Projects meets to determine retention of projects.
- Future Projects Chairman prepares and Dir. of Projects reads report to B of Dir. informing them of selection of the Philanthropic Fundraiser Beneficiary.
- Attend business meeting and read report informing Club of Magic Ball Beneficiary.
- Once approved, call the selected Philanthropic Fundraiser Beneficiary to inform them of their selection as well as those not selected to express your regrets. (Note: this should occur after the Board and Membership have been notified).

DECEMBER:

- Future Projects Chairman writes and Dir. of Projects presents report to BOD which includes motion for Future Projects for next Club Year.
- Email report to Electronic Records Chairman

- Submit a notice for the December Newsletter announcing the Philanthropic Fundraiser Beneficiary

JANUARY:

- Read mid-year report at JBOD meeting informing them of [Philanthropic Fundraiser Beneficiary selection and](#) Future Projects for next Club Year.
- Send report to Electronic Records Chairman
- If requested, she shall meet with the President-Elect, the Director of Projects and the Director of Community Service to create the “Description of Projects” for the next Club Year. These descriptions shall be provided to the President-Elect for her to submit to the February newsletter. They shall also form the basis for sign-up sheet descriptions at Club Commitment Day which is prepared by the President-Elect.
- After membership approval at the Jan. business meeting, call or email members who suggested new projects or affiliates which were not selected and thank them.
- Contact new affiliates/projects with commitment to described project, Dir. of Community Service and Project Coordinator.
- Review Job Description and Timeline as requested by President-Elect.

FEBRUARY:

- Attend business meeting.
- If requested, meet with President-Elect to review CCD sign-in sheets as requested by President-Elect.
- Email Project Coordinators for new affiliates ensuring staffing at CCD as well as
 - verification of date and time of new project.

MARCH:

- Assist with Club Commitment Day as requested by President-Elect. Attend CCD.
- Attend Business Meeting and give final report.
- Email final report to Electronic Records Chairman.
- Prepare working notebook to pass to successor.
- Turn in Blue Book to President-Elect.

APRIL:

- Attend Business Meeting
- Submit all service hours (This should be done immediately following each event).
- Meet with successor to review Job Description, Timeline and working notebook.

Note: We tried allowing committee members absent from any meeting to vote in absentia. Although the outcome of the final vote for the 2020-2021 year was not directly influence by this, I would recommend that [this not continue](#). Members of this committee should be present for discussion and all voting if their schedule allows. When absent, members miss all constructive comments which are important when making these decisions for the club.