

KCYM JOB DESCRIPTION SERVICE HOURS/DATA BASE CHAIR 2025-2026

Job Description: The Service Hours Chairman is responsible for recording all Civic and Club hours. The Chairman is also responsible for managing, maintaining and updating the Access Data Base.

List of Duties:

1. **AUTOMATIC - Chairman:** Service Hours Committee
2. **AUTOMATIC COMMITTEES - Member:** a) Membership
b) Yearbook
3. She shall attend the May, September and January Joint Board of Directors/Standing Committee Chairmen Meeting and all Business Meetings.
4. She shall assist the President Elect in the organization of Club Commitment Day.
5. Any money remaining in the budget allotment at the end of the year shall be reverted to the General Fund.
6. She shall record all the hours for the Club Year. This information will be stored on both the hard drive of the computer and a flash drive placed in the KCYM safety deposit box. One other copy of the disk as well as a hard copy shall be retained by the Service Hours Chairman.
7. She shall work with the Director of Membership, the Director of Active and Associate Active Members, beginning in the fall, to identify "Members at Risk". Together, they will address the concerns of these members as to fulfilling their membership requirements.
8. In January, the Service Hours Committee shall meet to review members' service hours and/or meeting requirements to identify any "Members at Risk". This should be defined as members with 10 service hours or less and /or members that have attended 2 or less Business Meetings. These "at risk" members should be notified via e-mail or phone call by the Director of Membership and referred to the Director of Community Service to suggest possible activities that these members can participate in to fulfill the service hour's requirements. They should also be reminded of the number of Business Meetings they need to attend. This list of members is to be emailed to the Director of Membership.
9. In February, the Service Hours Committee shall notify the Director of Membership of those members who have not fulfilled their service hours and/or meeting requirements.
10. The Chairman shall be responsible for the purchase of two (2) red roses: one (1) red rose each is to be presented at Installation Day Tea in recognition of the New Member and Active Member having the greatest number of hours for that year, less their automatic hours. Three (3) Yellow Rose Awards will be presented to the top three (3) members who contributed the most Civic hours in the current

club year. Additional roses may be awarded at the discretion of the Service Hour Committee to those members who have demonstrated exemplary service to the Club.

11. Within two (2) weeks after Installation Day Tea, the retiring Chairman shall meet with the new Service Hours Chairman to transfer all files and to answer any questions the new Chairman may have concerned this committee, its duties and its functions.
12. At the end of the Club year, when all service hours, Civic and Club, earned for that Club year have been entered into the computer, this information is to be copied onto the flash drive that is in KCYM's safety deposit box and the flash drive in the possession of the Service Hours Chairman. Two (2) new hard copies must be printed and kept with their respective flash drives each year.
13. She shall keep members informed of their accurate accumulation of hours by an annual report made available at Club Commitment Day. She shall coordinate the timing with the Assistant Treasurer. All New Members will receive a partial annual report in January.

Information Pertinent to Performance of Duties:

1. These people are automatically on your committee: A committee of active or associate active members who sign up on Club Commitment Day will serve as Service Hours representatives. The Service Hours Committee shall consist of the Chairman, the previous years' Service Hours Chairman, the Director of Community Service and members from the Club-at-Large.
2. I.S.C. (Individual Service Commitment) forms will be mailed to those members requesting the forms anytime during the Club year. The forms shall be completed and returned to the Service Hours Chairman.
3. The Chairman shall post all hours as soon as possible after receiving them from the Committee Chairmen. Check Club Calendar monthly to ensure you have received forms for all activities. Contact Director of Community Service for any not received.
4. All service hours records shall be kept on file by the Service Hours Chairman for five (5) years. In accordance with Standing Rule #3: "No Club records shall be destroyed without approval of the Board of Directors."
5. All information that is the concern of this committee shall be confidential.

rec: 4/95, 4/00, 4/08, 3/11, 1/2013, 3/2015, 3/2016, 3/2019, 3/2020, 3/2025

KCYM TIMELINE

Service Hours/DataBase Chairman

2025-2026

May:

- Meet with your predecessor to learn about your job and review Working Notebook
- Confirm list of committee members from CCD sign up and prepare motion with names in alphabetical order for approval at Joint Board of Directors meeting (JBOD).
- Attend Installation Day Tea/Business meeting.
- Attend JBOD meeting and review Blue Procedure Notebook (Blue Book).
- Begin New Club Year May 1st. Set up the computer. Ensure all information for new members have been entered. Ensure any membership changes to Associate Sustaining are entered.
- Review Club Calendar and cross reference to received sign -in sheets, Contact Director of Community Service for any Civic sign in sheets missing. Contact the appropriate Director or Standing Committee Chair for any Club sign-in sheets missing.

June:

- Submit updated individual service commitment form to Website Chair for adding to website.
- Review Club Calendar and cross reference to received sign -in sheets, Contact Director of Community Service for any Civic sign in sheets missing. Contact the appropriate Director or Standing Committee Chair for any Club sign-in sheets missing.
- Review Consent Agenda in monthly meeting minutes for membership status change motions and record in database accordingly.

July:

- Review Club Calendar and cross reference to received sign -in sheets, Contact Director of Community Service for any Civic sign in sheets missing. Contact the appropriate Director or Standing Committee Chair for any Club sign-in sheets missing.
- Review Consent Agenda in monthly meeting minutes for membership status change motions and record in database accordingly.

August:

- Submit article for newsletter requesting that all sign-in sheets for Civic and Club hours be turned in promptly. (Submit monthly if needed)
- Review Club Calendar and cross reference to received sign -in sheets, Contact Director of Community Service for any Civic sign in sheets missing. Contact the appropriate Director or Standing Committee Chair for any Club sign-in sheets missing.
- Review Consent Agenda in monthly meeting minutes for membership status change motions and record in database accordingly.

September:

- Attend JBOD meeting.
- Attend Reassembly Day Tea.
- Review Club Calendar and cross reference to received sign -in sheets, Contact Director of Community Service for any Civic sign in sheets missing. Contact the appropriate Director or Standing Committee Chair for any Club sign-in sheets missing.
- Review Consent Agenda in monthly meeting minutes for membership status change motions and record in database accordingly.

October:

- Work with Director of Active/Associate Active Members on reports needed for Civics & Honoring Day
- Attend Civics Day/Honoring Day.
- Attend Business meeting
- Review Club Calendar and cross reference to received sign -in sheets, Contact Director of Community Service for any Civic sign in sheets missing. Contact the appropriate Director or Standing Committee Chair for any Club sign-in sheets missing.
- Review Consent Agenda in monthly meeting minutes for membership status change motions and record in database accordingly.

November:

- Attend Business meeting
- Review Club Calendar and cross reference to received sign -in sheets, Contact Director of Community Service for any Civic sign in sheets missing. Contact the appropriate Director or Standing Committee Chair for any Club sign-in sheets missing.
- Review Consent Agenda in monthly meeting minutes for membership status change motions and record in database accordingly.

December:

- Generate report of Active and Associate Active who are behind on required hours for Director of Membership.
- Review Club Calendar and cross reference to received sign -in sheets, Contact Director of Community Service for any Civic sign in sheets missing. Contact the appropriate Director or Standing Committee Chair for any Club sign-in sheets missing.
- Review Consent Agenda in monthly meeting minutes for membership status change motions and record in database accordingly.

January:

- Attend JBOD and give mid-year report.
- Attend Business meeting.
- Generate report for New Member Chair showing Civic and Club hour service hours to date for each New Members.
- Review Club Calendar and cross reference to received sign -in sheets, Contact Director of Community Service for any Civic sign in sheets missing. Contact the appropriate Director or Standing Committee Chair for any Club sign-in sheets missing.
- Review Consent Agenda in monthly meeting minutes for membership status change motions and record in database accordingly.

February:

- Attend Business meeting
- Generate service hour report for each Active and Associate Active Member who has not fulfilled require service hour and/or meeting requirement.
- Review Club Calendar and cross reference to received sign -in sheets, Contact Director of Community Service for any Civic sign in sheets missing. Contact the appropriate Director or Standing Committee Chair for any Club sign-in sheets missing.
- Review Consent Agenda in monthly meeting minutes for membership status change motions and

record in database accordingly.

March:

- Review your job description and timeline as requested by the President-Elect.
- Assist with Club Commitment Day as requested.
- Print annual report of service hours for each member for Club Commitment Day.
- Prepare Working Notebook to pass on to your successor.
- Attend Business meeting and read final report as requested.
- Turn in Blue Book as requested.
- Review Club Calendar and cross reference to received sign -in sheets, Contact Director of Community Service for any Civic sign in sheets missing. Contact the appropriate Director or Standing Committee Chair for any Club sign-in sheets missing.
- Review Consent Agenda in monthly meeting minutes for membership status change motions and record in database accordingly.

April:

- Submit all service hours.
- Submit final reimbursement forms and copy of receipts to Director for approval by April Business meeting.
- Enter final service hours for the year. Prepare service hour totals for Director of Membership year-end report.
- Attend April Business meeting.
- Close year end – April 30th.
- Purchase and hand out roses for recognition of service hours' ceremony at May Installation Day Tea.
- Copy year ending onto two flash drives.

rev: 4/2013, 3/16, 3/2019, 3/2025