

## Human Services Committee Roles & Responsibilities of Co-Chairs and Members - DRAFT

### Committee Overview:

The Human Services Committee is a vital component of our organization, dedicated to addressing and supporting the diverse needs of our community. The committee focuses on designing, implementing, and promoting human services initiatives that enhance the well-being of individuals and families.

### **Position: Committee Co-Chair**

#### Responsibility Overview:

Draft and post monthly regular meeting agenda, coordinate committee participation, encourage participation from members of the public, uphold values of SONC and maintain consistency in delivery of projects for the betterment of the community. Respond to email correspondence in a timely fashion.

**Leadership:** Provide visionary leadership to the committee, ensuring a collaborative and inclusive approach to decision-making.

**Coordination:** Coordinate and facilitate committee meetings, ensuring all members are engaged and contributing.

**Strategic Planning:** Develop and implement strategic plans aligned with the organization's goals for Human Services.

**Communication:** Serve as the primary liaison between the committee and organizational leadership, keeping all stakeholders informed of progress and challenges.

**Collaboration:** Foster partnerships with external organizations and stakeholders to enhance the impact of human services initiatives.

## **Position: Committee Member**

### Responsibility Overview:

Attend regular meetings, familiarize yourself with funding procedures, Ethics, and Code of Conduct. Volunteer for project lead opportunities, present ideas for agenda consideration, engage the public and encourage stakeholders to participate at meetings and events.

**Participation:** Actively engage in committee meetings, contributing ideas and expertise to support the development of Human Services programs.

**Project Implementation:** Take on specific tasks related to the implementation of human services initiatives.

**Community Outreach:** Assist in outreach efforts to raise awareness of available human services and encourage community involvement.

**Data Collection:** Collect and analyze data to measure the impact of human services programs and identify areas for improvement.

**Advocacy:** Advocate for the needs of the community and work towards building a more inclusive and supportive environment.

## **Position: Meeting Admin and Time-Keeper**

### Responsibility Overview:

Draft minutes of each meeting, conduct roll call, and roll call votes, keep track of attendance and provide draft minutes in a timely-fashion. Moderate meeting by support time management for agenda allowable comments and items.

**Administrative:** Proficient in Word & Excel, records and notes maintained and generalized for each agenda. Draft Minutes submitted within one week's time of meeting held. All documents shared with Co-chairs.

## **Position: Design Work Creator**

### Responsibility Overview:

Actively create flyers and social media content to raise awareness to stakeholders about upcoming meetings and events. Create and present for committee approval.

Design Development: Lead the design and development of promotional materials for human services programs and events.

Branding: Ensure that all materials align with the organization's brand guidelines.

Collaboration: Work closely with the marketing team to create visually appealing and effective communication materials.

Innovation: Stay updated on design trends and propose creative ideas to enhance the visual identity of human services initiatives.

Present designs to committee for final approval.

Submit to proper channels, i.e. Outreach and Marketing Manager to upload on Social Media Platforms

### **Position: Marketing Manager**

Responsibility Overview:

Develop newsletter summaries and include updates of past events and future events for stakeholders.

Campaign Development: Develop and execute marketing campaigns to promote human services initiatives.

Social Media Management: Manage social media accounts to increase awareness and engagement.

Content Creation: Create compelling content, including blog posts, articles, and press releases, to highlight the impact of human services programs.

Analytics: Monitor and analyze the effectiveness of marketing strategies and adjust as needed.

Provide copy and images to proper channels, i.e Outreach, HSC and Social Media Platforms.

Attend Outreach meeting to stay involved and promote HSC committee.

### **Position: Presenter Coordinator**

Responsibility Overview:

Assign committee member Committee dates to coordinate a service provider to present at meetings and provide information for the public.

Speaker Recruitment: Identify and recruit presenters for events and workshops related to human services.

Logistics: Coordinate logistics for presenter participation, including travel arrangements and accommodation if necessary.

Communication: Serve as the primary contact for presenters, providing them with all necessary information and support.

### **Position: Resource Guide Reviewer**

Responsibility Overview:

Review all locations and services to support the updating process of the resource guide.

Content Review: Review and update the human services resource guide regularly, ensuring that information is accurate and up-to-date.

Research: Stay informed about new resources and services available in the community and incorporate relevant information into the guide.

Collaboration: Work with other committee members to gather input and feedback on the resource guide from the community.

Qualifications:

- Strong commitment to community service
- Excellent communication and collaboration skills
- Knowledge or experience in human services is a plus
- Ability to work independently and as part of a team
- Proficiency in relevant software and tools for design, marketing, and data analysis

### **Position: Volunteer Coordinator**

Responsibility Overview:

Recruit and coordinate volunteers for HSC Events.

Qualifications:

- Strong commitment to community service
- Excellent communication and collaboration skills
- Knowledge or experience in human services is a plus
- Ability to recruit and create a database of volunteers for all HSC events
- Create sign in sheet, remind volunteers about event responsibilities and arrival times.

Join our Human Services Committee and be a catalyst for positive change in our community!