

Social Welfare Coordinator Policies & Procedures

Term of Office: June 1 – May 31

- Serve on the Executive Board and attend all Executive Board meetings. (In the case of co-coordinators, they may wish to alternate their Board meeting attendance.)
- Submit reports to the Secretary at least one week prior to each Executive Board meeting. In addition, post reports routinely to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall update and maintain the policies and procedures for the position of Social Welfare Coordinator. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- Coordinate the Social Welfare work of the AWA and actively seek committee members.
- Attend the quarterly BKKKS meetings and Interswat meetings.
- Ensure that the AWA BKKKS certification is kept current.
- The SW Committee shall investigate all requests for financial aid for Social Welfare projects, submit recommendations for disbursements to the Executive Board for approval, and disburse funds within the budget. Organizations receiving funds from AWA should be certified through BKKKS.
- Provide written updates regarding Social Welfare activities to the Communication Coordinator to be included in the AWA newsletters and/or the AWA website.
- Serve as a member of the Finance Committee.
- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.
- Submit a year-end report by May 31 to the Secretary. This should also be posted to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall support all Special Events of the AWA.

- Coordinate with the Treasurer regarding your budget and financial reports. Arrange for cash advances ahead of time.