

## **OUTREACH COMMITTEE JOB DESCRIPTION**

**Purpose:** The Outreach Committee is charged to propose, plan, organize, and administer programs to advance and promote the Christian mission within the greater Monteagle, Grundy County, and world communities. Projects can include the fostering of education, community enrichment programs, and assistance to needy individuals or organizations.

**Interactions:** General Manager, President, Board of Trustees, Platform Committee, Platform Superintendent, community representatives

### **Responsibilities:**

1. Determine the use funds raised through the Annual Fund, the Cissy Patterson Fund, and offering plate funds from Outreach Sunday. The General Manager will provide the total amount of funds to be awarded each year.
2. Communicate with all committee members regarding possibilities for the use of outreach funds. Have one meeting during the summer and other meetings by teleconference.
3. Keep the MSSA office and Board of Trustees informed of outreach activities.
4. Have close communication with other committees that might be affected by outreach activities.
5. Contact Platform chair and Platform Superintendent about activities that should be listed in the upcoming Season program book (annually by December).
6. Insert information in *Mountain Voices* when appropriate.
7. Try to involve new committee members and prepare for future leadership.
8. Keep accurate financial records for auditing purposes and reimbursement needs.
9. Strive to develop programs that encourage active involvement in outreach by all ages within the Assembly.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.