

# JOB DESCRIPTIONS



# PRESIDENT

## I. General Description

To serve as President of the Conroe Bargain Box and the Conroe Service League.

## II. Duties and Responsibilities

1. Preside at all meetings of the Conroe Bargain Box and the Conroe Service League.
2. Appoint all Chairmen not otherwise specifically provided for.
3. Call special meetings as deemed necessary.
4. Sign with the Treasurer all notes and contracts authorized by the Board.
5. Co-sign checks with the Vice-President or Treasurer.
6. Serve on the Funds Disbursement Committee.
7. Appoint all special committees deemed necessary.
8. Act in an advisory capacity to the Nominating Committee.
9. Serve on the Finance Committee
10. Attend the Prospective Member Information Meeting

## III. Additional Responsibilities

1. Carry out all duties necessary in directing the Conroe Bargain Box and the Conroe Service League.
2. Represent the Conroe Bargain Box or Conroe Service League on any occasion; responsible for all activities.
3. Issue the end-of-year President's Report
4. Provide an updated President's book for the succeeding president.

The President will work 6 days at the Bargain Box.

## VICE-PRESIDENT

### I. General Description

To serve as Vice-President of the Conroe Bargain Box and the Conroe Service League.

### II. Duties and Responsibilities

1. Assist the President.
2. Act as President in the absence of the President.
3. Supervise the new membership.
4. Co-sign checks with the President or Treasurer.
5. Issue a year-end report.
6. Provide guidelines for the succeeding vice president.
7. Serve on the Finance Committee
8. Coordinate admissions.
  - a. Present requirements for membership to the general membership in November.
  - b. Plan a Prospective Member Information Meeting.
  - c. Send invitations for the information meeting to prospective members.
  - d. Collect admission forms at the March Board Meeting.
9. Act as New Member liaison.
  - a. Conduct the New Member training and work with the Social chairman on the New Member Party.
  - b. Work with the New Members on any required programs, including the Board-to-Board luncheon.
  - c. Act as liaison between Active and New Members.
  - d. Responsible for CSL pins that are presented to New Members at the Board-to-Board meeting.

The Vice-President will work 6 days at the Bargain Box.

# TREASURER

## I. General Description

To serve as Treasurer of the Conroe Bargain Box and the Conroe Service League.

## II. Duties and Responsibilities

1. Serve as Chairman of the Finance Committee (Budget) and appoint members of the committee.
2. Present proposed budget at March Board meeting.
3. Receive and acknowledge all monies.
4. Collect all dues.
5. Pay all bills, properly audit accounts, and preserve all vouchers.
6. Sign with the President all notes and contracts authorized by the Board.
7. Co-sign checks with the President or Vice-President.
8. Submit a financial statement to each member monthly and annually.
9. Keep accounting software of bookkeeping and all accounts of monies current.
10. Keep Tax Exempt Number current.
11. Ensure preparation & payment of quarterly sales tax.
12. File income Tax Returns for CBB and CSL.
13. Serve on the Funds Disbursement Committee.
14. Provide guidelines for the succeeding treasurer.
15. Close out cash register at Box at end of each month.
16. Provide copy of Box balance sheet to Scheduler & Box Chairman monthly.
17. Mail scholarship checks.
18. Pick up mail from post office box on a regular basis.
19. Provide reimbursement forms & sales tax information.

The Treasurer will work 6 days at the Bargain Box.

## **RECORDING SECRETARY**

### **I. General Description**

To serve as Recording Secretary of the Conroe Bargain Box and the Conroe Service League.

### **II. Duties and Responsibilities**

1. Keep an up-to-date list of names of all members of the League & the standing committees to which they belong.
2. Take attendance and record absences.
3. Keep minutes of the proceedings of the Conroe Service League and the Conroe Bargain Box.
4. Maintain a historical repository of all meeting information including meeting minutes.
5. Perform duties of Corresponding Secretary in her absence.
6. In the absence of the Recording Secretary, the Corresponding Secretary or other Board member will take attendance and keep the minutes of the meeting.
7. Email highlights of the meeting to members.

### **II. Additional Responsibilities**

1. Provide ballots and forms as needed.
2. Update the yearbook, containing rosters and bylaws, each year and distribute to League members and Sustainers in good standing no later than the September General Meeting. Include an annual report in yearbook.
3. Provide New Members with their notebooks by May 1.
4. Distribute & collect service commitment forms at the March meeting. Make copies for the Corresponding Secretary, the Scheduler and the Treasurer.
5. Provide guidelines for the succeeding secretary.

The Recording Secretary will work 6 days at the Bargain Box.

## **CORRESPONDING SECRETARY**

### **I. General Description**

To serve as Corresponding Secretary of the Conroe Bargain Box and the Conroe Service League.

### **II. Duties and Responsibilities**

1. In charge of all general correspondence.
2. Issue necessary notices of all meetings.
3. Perform all duties assigned to her by the President and the Board.
4. Maintain and update email account including deleting deceased sustainers and other changes to membership.
5. Provide guidelines for the succeeding secretary.
6. Edit and publish League Lines quarterly. League Lines should include an end of the year report edition.
7. Maintain and update our website.
8. Maintain and update the Facebook pages.
9. Maintain an electronic document repository that the organization's leadership and members can access.

The Corresponding Secretary will work 6 days at the Bargain Box.

# **BARGAIN BOX CHAIRMEN**

## **I. General Job Description**

To staff and manage the Bargain Box according to 501 (c)(3) regulations. To meet the expenses of the Bargain Box and assigned programs. To maintain some sort of public assistance program at the Bargain Box.

## **II. Duties and Responsibilities**

1. Maintain the Bargain Box as a 501 (c)(3) business.
2. Replace, arrange and price merchandise, or direct these procedures.
3. Store out of season clothing and organize the shed.
4. Keep adequate stock of all supplies needed to run the Bargain Box.
5. The Bargain Box Co-Chairmen are the only persons authorized to make purchases for the Bargain Box.
6. Oversee building and grounds maintenance and repairs including the sprinkler system, HVAC, pest control and fire extinguisher check up.
7. Organize merchandise changeovers in the spring and fall.
8. Assist Vice-President with New Member training as it pertains to the Bargain Box.
9. Oversee donations of items to other agencies.
10. Set up and maintain a method of public assistance at the Bargain Box.
11. Prepare and present monthly reports including high sales for the previous month, and an annual report.
12. Provide a manual for the next chairman.
13. Serve on Finance and Fund Disbursement Committees.

## **III. Working Relationship**

The Bargain Box Chairmen will act as managers to all volunteers working at the Bargain Box.

The Box Chairman will work 6 unscheduled days at the Box.

## BARGAIN BOX INFORMATION

Bargain Box workers are representatives of the Conroe Service League. Since our appearance and attitude are a reflection of what the League represents, volunteers should be pleasant and business-like. Workers should never discuss League business with or in front of customers. The Bargain Box is a business and many League projects depend upon the money that is earned there. All members should strive to make the Bargain Box a profitable venture. Please call the Bargain Box chairman with questions or if there is a problem during operating hours.

**Bargain Box Hours: 9:30 am to 1:30 pm** Days of operation: Wednesday, Thursday, and Friday. Additional days may be added to accommodate volunteer schedules. We are closed on most holidays and follow the CISD holiday schedule.

**Be On Time!** Workers are expected to be at the Bargain Box at 9:30 am to organize before the workday begins. The Bargain Box should be open and ready for business by 10:00 am. If a member is unable to work her scheduled day or expects to be late for work, it is *her* responsibility to find a substitute. Notifying a Bargain Box Chairman of her inability to work does *not* relieve her of this responsibility. All changes in scheduling must be recorded on the master calendar at the Bargain Box. Be sure to sign the ledger sheet and deposit slip to earn credit for your work at the Box.

1. If all workers have not arrived at the Bargain Box by 9:50 am, the Chairman should be contacted. The Bargain Box *cannot* be opened without 2 scheduled workers in attendance. Important Box revenues are lost when a worker fails to cover the scheduled times. Of course, in emergencies, the Chairmen will make every effort to help workers with scheduling problems.



2. Change is in the amount of \$50.00. Always count the money before placing it in the cash register. The doors should be locked when counting the money before and after the Bargain Box operating hours. There is another bag in the moneybox that contains emergency cash. If you run short of smaller bills or coins, please “buy” them with change from the emergency moneybag.

3. When not helping a customer, workers should check the marking room for merchandise that is ready to be put in stock or for donations that need to be hung. Also, check racks and shelves in the front that may need straightening. Sort and hang off-season items and place them in the shed. There is **ALWAYS** something that needs to be done at the Bargain Box!

4. There is a tape measure available for help in sizing.

5. Only League members are allowed access to the marking room. The rest room is for the use of League members only!

6. We accept CASH and credit card sales. No \$100 bills. Use pen to verify authenticity. We do not cash checks for customers. Only Members may purchase merchandise with a check. (The Board has approved credit card sales this year which will be implemented after training.)

7. Articles may not be taken out on approval. All sales are final. There are no refunds or exchanges. The Bargain Box does not take articles on consignment.

8. Carefully follow closing procedures. Workers must write their names, the date, total sales, deposit, and money left for the cash register in the ledger. This is the record for the Scheduler that you have worked your day at the Box. When the Bargain Box is closed, the \$50.00 in change is put in the designated place; the deposit slip is filled out and included in the envelope with the money from the day’s sales.

**ALWAYS deposit the money in the bank immediately after closing.** The Bargain Box banks at Woodforest Bank.

9. Please call or text the workers for the next workday. Inform them who they are working with and if extra change might be needed. Call or text a Chairman of the Box and inform her of the need for extra change.

10. **Never visit the Bargain Box alone!** Please use common sense and caution when it comes to security and safety. We are located in downtown Conroe and we should be alert and aware of what is happening around us and in the parking lots.

11. Never confront a shoplifter. While you are working remain visible and this usually deters any problem.

12. Never leave your work partner alone...even for a few minutes. Always unlock the back gate so there are two exits from the building. Keep your personal items in a safe place

13. All donations should be accepted graciously. They are important to Bargain Box sales. Offer the donor a signed and dated blank tax slip. The Bargain Box is not responsible for the amount the donor claims

14. Before leaving the Bargain Box, workers should lock doors and gates, turn off fans, lights, coffee pot, etc. Be sure to leave the Bargain Box clean for the next shift. There is a cleaning schedule on the bulletin board. Please remember to straighten clothes, sweep, and mop the floors in your assigned area on your day.

## SEASONAL CHANGEOVERS

All Conroe Service League Active & New Members are required to work at least one seasonal changeover at the Bargain Box. The Box Chairman will make every effort to help workers with scheduling conflicts.

### **SUPPORT STAFF**

#### **REGISTRAR**

##### I. General Description

To act as a registered agent and to register a physical address for the Conroe Bargain Box & the Conroe Service League with the Texas Secretary of State. The Registrar must accompany officers to the bank for the changing of signatures.

#### **SCHEDULER**

##### I. General Description

To organize Box calendar and schedule Box workers.

##### II. Duties and Responsibilities

1. Set up calendar of workers and administer the schedule program.
2. Monitor hours worked and inform members & officers.
3. Inform Program Coordinators, Project Chairman, & Committee Chairmen of service commitment interests.
4. Provide guidelines for the next scheduler.
5. Display master calendar at Box.
6. Treasurer provides copy of monthly Box balance sheet.

The Scheduler will work 8 days at the Bargain Box.

# PROJECTS

## COMMUNITY OUTREACH PROJECT CHAIRMAN

- I. BridgeWay Home – Montgomery County Youth Services
  1. Coordinate and plan services or activities.
  2. Plan and provide a Christmas party for the residents and invite the Board of Montgomery County Youth Services and our Executive Committee.
  3. Coordinate a Back to School party for the residents with shopping at the Bargain Box and including school supplies.
  4. At least three committee members MUST be present for any BridgeWay Home Program.

### II. Other organizations

Coordinate and plan services, activities, or donations with other organizations approved by the CBB Board.

### III. Baby Bundles

Coordinate Baby Bundles. Members are to wash the baby clothes provided through the Bargain Box, buy new baby items as needed, and deliver the bags to Montgomery County hospitals and other organizations twice a year.

### IV. Working relationships

This chairperson/s supervises all programs within the committee and coordinates programs with the organizations' personnel. This chairperson/s communicates with the appropriate Board to ensure compliance with any procedures required and receives feedback on all volunteer activities.

The Community Outreach Chairman will work 8 days at the Bargain Box.

# **AUDIO-VISUAL SCREENING PROJECT CHAIRMAN**

## **I. General Description**

To provide an Audio-Visual screening program in coordination with the Conroe Noon Lions Club for preschool children in the community. This project usually takes place in the fall.

## **II. Duties and Responsibilities**

1. Provide training and maintain a trained group of members to carry out the program.
2. Arrange to screen four and five year olds at participating preschools.
3. Refer children with audio and visual difficulties for professional testing. (Forms are given to the school)
4. Maintain audio equipment used for testing.
5. Keep adequate amounts of supplies on hand.
6. Prepare and present reports to members.
7. Provide guidelines for the next chairman.
8. Work with publicity chairman to promote AV project.

## **III. Working Relationships**

This chairman supervises the A/V members and coordinates with the Conroe Noon Lions Club, which provides the vision screening. She works with the local daycare centers and pre-schools.

The AV Chairman will work 8 days at the Bargain Box.

## **FUNDS DISBURSEMENT PROJECT CHAIRMAN**

### **I. General Description**

To disburse funds to various community organizations as directed by the Board.

### **II. Duties and Responsibilities**

1. Make recommendations to the Board throughout the year for disbursements of available funds.
2. Amounts available for donation are approved by the Board and ratified by the members.
3. Chairman reports to the members and the Board.
4. Maintain an emergency fund to meet community needs.
5. Committee will include the President, Treasurer, and Bargain Box chairman.
6. Recommendations for fund disbursements are presented by the March Board meeting.

### **III. Working Relationships**

The Funds Disbursement Chairman communicates with other community organizations concerning the Bargain Box's donations to them.

The Funds Disbursement Chairman will work 8 days at the Bargain Box.

## **FUND-RAISING PROJECT CHAIRMAN**

### **I. General Description**

To organize the members in planning and carrying out no more than two major Conroe Bargain Box fund-raising projects a year as needed to support our scholarship project and designated charitable donations. To heighten awareness and promote community recognition of the Box and its projects.

### **II. Duties and Responsibilities**

1. The Chairman and her Co-Chairman lead the members in planning and setting the dates and the locations of the events.
2. Responsibilities of the Fund-raising committee may include:
  - a. Invitations/Decorations
  - b. Entertainment
  - c. Auction/Raffle/Door Prizes
  - d. Food/Catering
  - e. Sponsorships/Donations
  - f. Thank you notes/ sponsor acknowledgements
  - g. Technology(\$250 & up donations require a Treasurer form)
3. All Active and New Members should serve on the fundraising committee.
4. The Chairman will give reports to the members including an annual report.
5. Provide guidelines for the next chairman.

### **III. Working Relationships**

The Fundraiser Chairmen report first directly to the Board and then to the members. The Chairmen may work closely with the Social Chairman and the Publicity Chairman.

The Fundraiser Chairman will work 8 days at the Bargain Box.

## SCHOLARSHIP PROJECT CHAIRMAN

### I. General Description

To provide funds for college to a minimum of two worthy students from Montgomery County. There will be one Conroe Service League four-year continuing scholarship of \$1000.00 per year to a student with ANY major. There will be at least one *The Lady Hooper Schaefer Fine Arts Scholarship* of at least \$1000, which will be given to a student majoring in fine arts. Additional scholarships may be approved by the Board.

### II. Duties and Responsibilities

1. Choose a committee of two other members.
2. Obtain board approval of scholarship application including scholarship type and amount by July board meeting.
3. Deliver scholarship applications to Montgomery County high schools by October.
4. Select venues for auditions/interviews and banquet/meeting.
5. Assemble members to conduct auditions/interviews.
6. Review applications received and select finalists.
7. Select recipients who exhibit poise, maturity, high morals and ideals, in order to uphold the League's standards before the April General Meeting.
8. Present scholarship certificates at high schools' Awards Nights.
9. Provide article & picture for newspaper by end of May.
10. Provide guidelines for the next chairman.

### III. Working Relationships

The Chairman and committee work with counselors, staff and teachers at the High Schools in order to receive the applications and award the recipients.

The Scholarship Chairman will work 8 days at the Bargain Box.



# COMMITTEES

## SOCIAL

### I. General Description

To plan all the social activities of the League for the year.

### II. Duties and Responsibilities

1. Plan and execute all social activities, including a New member social and a Christmas/gift exchange and arrange for meeting locations and catering
2. Choose a committee.
3. Report to the Board and general membership when needed.
4. Provide guidelines for the next chairman.

## CHEERS AND TEARS

### I. General Description

To provide appropriate communication to League members.

### II. Duties and Responsibilities

1. Send cards or meals to members or their families.
2. Report to the Board and general membership.
3. Provide guidelines for the next chairman.
4. Recognize birthdays at the meetings.

In the event of the death of a working member or past President, the League will send a card and provide a memorial in the amount of \$25 to Heritage Museum, the charity of the family's choice, or a donation to the CSL scholarship fund. (Treasurer will be notified.)

In the event of a birth or major surgery, the League will send a card or a meal gift card in the amount of \$35.

Members will provide food when needed for a working member.

## **NOMINATING**

### **I. General Description**

To present the names of one candidate for each office at the March meeting. The President shall act in an advisory capacity to this committee.

## **FINANCE**

### **I. General Description**

To provide a yearly proposed budget for the Conroe Service League and the Conroe Bargain Box. The Treasurer is the chairman of the committee. The committee should include the President, the Vice-President, Box Chairman and other project chairmen as deemed necessary. Budget is presented at March Board and General meetings.

## **LONG-RANGE PLANNING**

### **I. General Description**

To explore the future needs of the League and the Conroe Bargain Box and to answer the present and specific needs of the members. The Long-Range Planning Committee should consist of a Board member & active and sustaining League members, preferably one representative from each class of membership.

### **II. Duties and Responsibilities**

1. Evaluate the effectiveness of existing programs and make recommendations to the Board for improvements, changes or discontinuance of programs.

2. Research, create and initiate new programs that would benefit the League and community.

3. Survey the members to determine areas of concern.

4. Hold meetings to discuss specific topics and to respond to concerns of individual members.

5. The Chairman of this Committee should have served on the committee previously, if possible.

6. The Chairman prepares and presents reports to the League membership.

### III. Working Relationships

The Long-Range Planning Chairman reports directly to the Board. She and her Committee work closely with the President, the Board and Sustainer advisors.

## **BYLAWS**

### I. General Description

To recommend clarifications of the bylaws to the Board to fulfill our mission and meet government standards.

## **SCRAPBOOK**

### I. General Description

To record the activities of the Conroe Service League and the Conroe Bargain Box. The scrapbook should be a history of the year. The chairmen will work with the project chairmen. Pictures should also be shared on CSL FaceBook page or website

## **HERITAGE MUSEUM**

### I. General Description

To serve as a member of the Museum Board as a liaison for the Conroe Service League and to carry out the duties assigned by that Board as a representative of the Conroe Service League.

### II. Duties and Responsibilities

1. Serve on the Museum Board as a League Representative and act as liaison between the two entities.
2. Report on museum as needed.
3. Provide guidelines for the next chairman.

## **JUST BETWEEN FRIENDS**

### **I. General Description**

Coordinate delivery of items from Just Between Friends and maintain a relationship with them. Enlist a committee to help with delivery and processing of items. Coordinate with Box Chairman.

## **PRICELESS GOWNS**

### **I. General Description**

To assist with the Priceless Gowns program of First Baptist Church.

## **YTA**

### **I. General Description**

Coordinate dessert contributions with YTA. Partner with them on other designated projects.

## **PUBLICITY**

### **I. General Description**

To promote the Conroe Service League through social media, online outreach, print media, community outreach, website, word of mouth, advertisement, and newsletter to grow the League, increase our membership, maintain and grow our involvement within the community and continue to be able to give back to the organizations that we currently give to and would like to assist in the future within Montgomery County by continuously promoting our efforts through the various outlets. The chairmen will work with the Box and project chairmen.

## **ADVISOR: SUSTAINING REPRESENTATIVE**

### I. General Description

To promote understanding and communication between the active League and its Sustainers. To attend meetings regularly and advise when requested.

## **ADVISOR: IMMEDIATE PAST PRESIDENT**

### I. General Description

To attend meetings regularly and advise when requested.

## **PREVIOUS PROGRAMS (NOW INACTIVE)**

### **RAINBOW ROOM**

#### I. General Description

To assist Montgomery County Community Partners with the Rainbow Room.

### **SLY**

#### I. General Description

To provide young volunteers (middle or high school) the opportunity to help their community through volunteer service. To teach and encourage leadership skills in Conroe youth. Students must be children or grandchildren of Bargain Box volunteers.

## **CONROE SERVICE LEAGUE NEW MEMBER REQUIREMENTS**

- ◆ Complete the New Member orientation led by the Vice-President.
- ◆ Serve on a New Member Service Project.
- ◆ Work 12 days per year at the Bargain Box.  
(9:30 – 1:30)
- ◆ Work 1 Changeover a year at the Bargain Box.
- ◆ Attend monthly meetings and respond to all meeting invites.
- ◆ Pay annual dues of \$150.
- ◆ Serve on a Fundraiser Committee and work the event.
- ◆ Participate on at least one project.
- ◆ Host the Board to Board Luncheon in April.

### **OPTIONAL**

- ◆ Serve on a Special Committee.
- ◆ Propose New Members.

## **CONROE SERVICE LEAGUE ACTIVE MEMBER REQUIREMENTS**

- ◆ Work 12 days per year at the Bargain Box
- ◆ Work 1 Changeover a year at the Bargain Box.
- ◆ Attend monthly meetings & respond to all meeting invites.
- ◆ Pay annual dues of \$150.
- ◆ Serve on a Fundraiser Committee and work the event.
- ◆ Participate on at least one project.

### **OPTIONAL**

- ◆ Hold an Office.
- ◆ Chair a Committee.
- ◆ Serve on a Special or Standing Committee.
- ◆ Propose New Members.

## **ACTIVE ASSOCIATE MEMBER REQUIREMENTS**

Requirements for Active Associate membership are the same as for Active membership with the following exceptions.

- ◆ Work a reduced work schedule with reduced dues.
- ◆ Active Associates are not required to serve on a fundraiser committee or work a Changeover at the Bargain Box.

**CONROE SERVICE LEAGUE  
SUSTAINING ASSOCIATE MEMBER REQUIREMENTS**

- ◆ Work 6 days per year at the Bargain Box.
- ◆ Pay annual dues of \$50.
- ◆ Participation in League meetings, projects, and functions is voluntary.
- ◆ May not hold office or vote.

OPTIONAL

- ◆ Chair a Committee.
- ◆ Serve on a Special or Standing Committee.
- ◆ Propose New Members.