

## **Provincial Charity Committee Chairman Responsibilities:**

- Write to (or email) each Aerie Secretary & President advising them that you are the Chairman and are requesting a contact person in the Aerie for your charity. If you don't get a response in a few weeks, get back to them by phone and request the information again.
- Write to (or email) the Local Aerie contact person and ask them what events they are planning to support the charity and asking if there is any information, etc. that you can provide them. As with the Secretary and President, follow up in a timely manner if you get no response. Refer them to the website for examples of events that others have run in the past for charities.
- At least every 3 months, get in touch with the contact personnel again and see how they are coming along with their efforts.
- Keep track of all postal and stationary costs and send receipts to the Provincial Secretary for reimbursement (which will take place no more often than on a quarterly basis).
- At least a month before the next Provincial Convention, compile a grand total of the funds raised for your charity from each Aerie and prepare a report to be delivered on the floor of the Convention.
- Submit your final total to the Provincial Charities Coordinator by May 15th before Convention so he can complete his aggregate report for presentation to the Convention floor.