**Community Outreach Committee**

**Chair**

The Community Outreach Committee is a Standing Committee. The Chair is appointed by the President with the support of the Executive Committee, and is not an elected officer. The Chair is not a voting member of the Board of Directors but should attend all Board meetings.

The Community Outreach Chair shall send appropriate greeting cards or notes to members or their families; for example, on the death of a member, death or sever illness of a family member, a member’s illness or accident, to show concern for the member.

The Chair should from time to time purchase various cards and stamps as needed. These expenses are a budget item. Quarterly reports with documentation of expenses should be submitted to the Treasurer for reimbursement.

Any member can notify the Chair of an occasion for sending a card or note.