

# FINANCE COMMITTEE



1

## BOOKEEPING

Assists JG & QB in reconciliation of line items each month.

2

## PAYROLL

Assists VD via Google doc data to provide numbers for JG to run payroll.

3

## CONTRACTS

Assists JG in drawing up contracts with various schools, contractors, performers.

4

## GRANTS

Assists JG in checking off all items needed for grant acceptance, active project and post project.

5

## REPORTS

Assists JG & VD on generating reports, 1099's, W9's.

## FINANCE

Minimum: three members including the CFO

# EVENT COMMITTEE



1

**PLANNING**  
Provides assistance in the strategic planning of events.

2

**DOCUMENTS**  
Applications, TFFs, emailers, reservations, in-kind donations, road closures.

3

**CONTRACTS**  
assists JG in creation of contracts for entertainment at events.

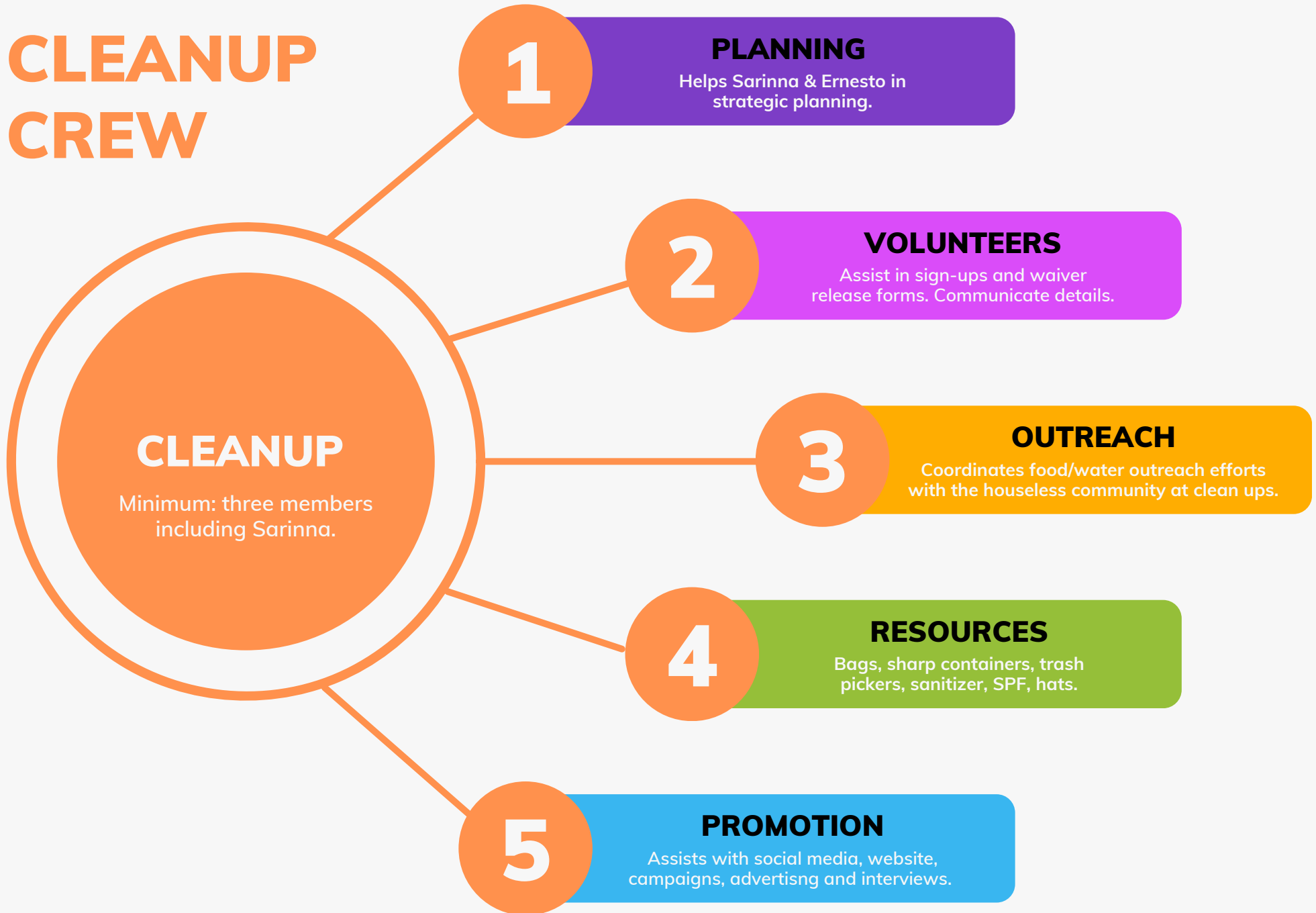
4

**VENDORS**  
Assists Malynda in the organization of vendors & also communications.

5

**PROMOTION**  
Assists with social media, website, campaigns, advertising and interviews.

# CLEANUP CREW



# ACADEMICS COMMITTEE



## ACADEMICS

Minimum: three members including the COO

1

### TUTORING

Coordinate schedules at sites, oversee tutor training, provide professional feedback.

2

### EMPOWERMENT

Assist in implementing four focus areas into each site.

3

### ASSEMBLIES

Coordinate schedules and teams. Provide support to Vickie. Assist JG with invoices.

4

### HOME VISITS

Coordinate schedule with the teams. Act as lead contact for those teams when on site.

5

### ADMINISTRATION

Work with leadership to ensure positive relationship & contracts. Address issues.

# COLLECTIVE CARE

