

Cargill Cares Alumni – Twin Cities

TITLE: President

SUMMARY OF POSITION:

PURPOSE: Guide the Cargill Cares Alumni in fulfilling its Mission by leading a Board of Directors. Cargill Cares Alumni's mission is to support volunteering primarily in the areas that promote nourishment and education to members of our community; and to provide social and educational activities to enhance alumni's active lifestyles.

KEY RELATIONSHIPS: CCA Board Members, Project Leaders, internal Cargill Leadership, Admin Team and Cargill Corporate Responsibility sponsors

CHALLENGES: Keeping aware of all activities with project leaders, social events, education events and the Admin group; ability to recruit willing and able new Board members and leadership positions; finding where help can be offered without being intrusive.

MAJOR DUTIES & RESPONSIBILITIES:

- Leads the Board – prepares an agenda with Vice President and leads monthly Board meetings.
- Leads the Executive Committee – prepares agenda and leads periodic Executive Committee meetings.
- Leads the Annual Meeting - prepares agenda (with Vice President), invites guest speakers and leads the meeting.
- Appoints chairs to serve on standing committees.
- Appoints a treasurer and a secretary for recording board minutes at each meeting.
- Prepares and reports year end at the Annual Meeting.
- Prepare and present following year budget to the Cargill contact.
- Connects and builds relationships with outside organizations deemed to be a strategic fit for CCA.

QUALIFICATIONS: Open minded, willing to commit to do what is needed to insure a positive experience for all Board members and CCA members.

This job description describes the general duties and responsibilities of the position. It may not be a complete list of duties; additional duties and responsibilities may be required as determined by the association.

Cargill Cares Alumni – Twin Cities

TITLE: Vice President

SUMMARY OF POSITION:

PURPOSE: Support the President as needed, work on special projects as directed, offer guidance and input to the President for consideration.

KEY RELATIONSHIPS: CCA Board Members, Project Leaders, internal Cargill Leadership, Admin Team, Cargill Corporate Responsibility sponsors

CHALLENGES: Keeping aware of all activities with project leaders, social events, education events and the Admin group; finding where help can be offered without being intrusive; keeping the newsletter interesting, valuable, and relevant

MAJOR DUTIES & RESPONSIBILITIES:

- Presides over all meetings in the absence of the President.
- Serves as a member of the Board.
- Serves as a member of the Executive Committee.
- Assists President on special assignments.
- Responsible for the Annual Meeting.
- Coordinates newsletter publication.

QUALIFICATIONS: Open minded, willing to help the President as needed, understanding of CCA organization and positive relationships with other board members, ability to lead a project through completion

This job description describes the general duties and responsibilities of the position. It may not be a complete list of duties; additional duties and responsibilities may be required as determined by the association.

Cargill Cares Alumni – Twin Cities

TITLE: Immediate Past President

SUMMARY OF POSITION:

PURPOSE: Support the President as needed, work on special projects as directed, offer guidance and input to the President for consideration.

KEY RELATIONSHIPS: CCA Board Members, Project Leaders, internal Cargill Leadership, Admin Team, Cargill Corporate Responsibility sponsors

CHALLENGES: Keeping aware of all activities with project leaders, social events, education events and the Admin group; finding where help can be offered without being intrusive; keeping the newsletter interesting, valuable, and relevant

MAJOR DUTIES & RESPONSIBILITIES:

- Chairs Nominating Committee and makes recommendations to Board 30 days prior to the Annual Meeting.
- Serves as a member of the Board.
- Serves as a member of the Executive Committee.
- Provides on boarding education to new Board members.
- Assists President as needed.

QUALIFICATIONS: Open minded, willing to help the President as needed, understanding of CCA organization and positive relationships with other board members, ability to lead a project through completion

This job description describes the general duties and responsibilities of the position. It may not be a complete list of duties; additional duties and responsibilities may be required as determined by the association.

Cargill Cares Alumni – Twin Cities

TITLE: Treasurer

SUMMARY OF POSITION:

PURPOSE: Work with CCA president to develop CCA annual budget. Maintain required financial records and report financial transactions as specified by the Board. Track transactions against budget and report periodically to the Board.

FIT: Helps ensure accountability of activity leaders to CCA, and of CCA to Cargill Corporate Responsibility staff.

PROCESSES SUPPORTED: All cost-generating CCA activities.

KEY RELATIONSHIPS: CCA Board Standing Committee Chairs, Cargill Corporate Responsibility staff.

CHALLENGES: Uncertainty of future actual costs, visibility into flow of expenditures.

MAJOR RESPONSIBILITIES:

- Lead development of annual budget to be proposed by the Board to Cargill.
- Work with Standing Committee Chairs and others as necessary to record actual expenditures.
- Maintain monthly actual costs against budget and report periodically at CCA Board meetings.

QUALIFICATIONS: Willing to challenge obstacles involved in tracking down costs, and recommending a feasible budget.

This job description describes the general duties and responsibilities of the position. It may not be a complete list of duties; additional duties and responsibilities may be required as determined by the association.

Cargill Cares Alumni – Twin Cities

TITLE: Recording Secretary

SUMMARY OF POSITION:

PURPOSE: Record minutes during CCA Board meetings and send to President for distribution.

KEY RELATIONSHIPS: CCA Board and President

CHALLENGES: Knowing what items to record at each meeting and keeping up with fast-paced discussions; succinctly summarize the discussion into a final document.

MAJOR DUTIES & RESPONSIBILITIES:

- Record attendance and minutes during CCA Board meetings.
- Submit draft of minutes to Board members for edits.
- Make edits and submit final documents to President.

QUALIFICATIONS: Ability to convert conversation at the CCA board meetings into a document that records the activities of the CCA board. Able to multi-task, take notes and also be a contributor to the meetings.

This job description describes the general duties and responsibilities of the position. It may not be a complete list of duties; additional duties and responsibilities may be required as determined by the association.

Cargill Cares Alumni – Twin Cities

TITLE: Board Membership

SUMMARY OF POSITION:

PURPOSE: Support the President as needed, serve as liaison and provide leadership to assigned committee(s) and/or functions, work on special projects as directed, offer guidance and input to the Board for consideration.

KEY RELATIONSHIPS: CCA Board Members, Project Leaders, internal Cargill Leadership, Admin Team, Cargill Corporate Responsibility sponsors

CHALLENGES: Keeping aware of all activities within assigned area(s), and the Admin group; finding where help can be offered without being intrusive; suggest ideas for keeping the newsletter interesting, valuable, and relevant

MAJOR DUTIES & RESPONSIBILITIES:

- Responsible for establishing and overseeing the mission, purpose, volunteer project objectives, budget, policy and identification of special projects of the organization.
- Responsible for evaluating overall results.
- Establishes and monitors projects and activities which further CCA's mission.
- Facilitates the matching of alumni's talents to the needs of nonprofit organizations.
- Recognizes the work of alumni in the community.
- Plans a calendar of events and projects that meet CCA objectives.
- Ensures the growth of CCA membership.
- Represents alumni by providing input to Cargill on benefits and issues important to them and urging their approval.
- Identifies and selects volunteer projects coordinated with Cargill Cares Twin Cities that meet CCA mission and objectives.

QUALIFICATIONS: Open minded, willing to help the President, committees, Admin team, etc. as needed, understand CCA organization and promote positive relationships with other Board members, ability to lead a project through completion

This job description describes the general duties and responsibilities of the position. It may not be a complete list of duties; additional duties and responsibilities may be required as determined by the association.

Cargill Cares Alumni – Twin Cities

TITLE: Education Committee

SUMMARY OF POSITION:

PURPOSE: Provide educational topics of interest and/or topics that have a direct impact on CCA members.

KEY RELATIONSHIPS: CCA Board, Project Leads, potential speakers, Cargill Office Services, CCA Admin Team.

CHALLENGES: Determining viable, affordable and interesting topics that will appeal to a large group of our members; coordinating a date with volunteer and social events, CCA meetings and CCA golf days.

MAJOR DUTIES & RESPONSIBILITIES:

- Plans, coordinates, and implements education events for CCA members
- Assures there are hosts or organizers for education events
- Presents events to the Board and gets approval
- Reports on events with a story and pictures for the Board and Newsletter

QUALIFICATIONS: Ability to communicate in group setting, willing to contact and coordinate potential speakers, open minded and innovative, desire to see CCA membership continue to be a learning community.

This job description describes the general duties and responsibilities of the position. It may not be a complete list of duties; additional duties and responsibilities may be required as determined by the association.

Cargill Cares Alumni – Twin Cities

TITLE: Membership Committee

SUMMARY OF POSITION:

PURPOSE: To collaborate with Cargill and the CCA Board and its Committees to increase CCA membership and existing membership engagement.

MEASURES OF SUCCESS: Number of new members, number of members participating in volunteer, education, and social events, and the percent of members engaged in one or more CCA sponsored event/activity.

KEY RELATIONSHIPS: Cargill and the CCA Board and its Communication, New Project, Volunteer, Social, Education and Admin Committees.

Cargill connections with Corporate Responsibility, the Cargill Foundation, HR, and Business/Corporate Leaders will enable identification and recruitment of potential new members.

CCA Board and Committee connections will enable membership growth, engagement and connectivity. The CCA Board will participate in and support new member recruitment and onboarding. The New Project, Volunteer, Education and Social Committees will provide the “engaging” activities and content. The Communication Team will ensure the content delivered is relevant, consistent and appropriately messaged. And the Admin IT Committee will provide a secure and easy to use membership management platform (Wild Apricot).

CHALLENGES: Identifying the “right” connections within Cargill given its organization structure (i.e., global versus local, Corporate versus Business, etc.) and managing potential legal and data privacy issues related to accessing/acquiring employee lists and information.

MAJOR DUTIES & RESPONSIBILITIES:

- Establish and maintain relevant contacts within Cargill.
- Review and refine as needed member recruiting/onboarding strategies, measurements, timelines, processes and materials i.e., brochure, posters, letters, websites.
- Promote CCA at select Cargill events such as the 25-year club, volunteer events, benefits/retirement training, and information sessions.
- Facilitate new member recruitment and onboarding.
- Measure membership growth and engagement, and provide to the Board and its various Committees insights on membership engagement and current portfolio of events/activities.
- Support other CCA Committees as needed.

QUALIFICATIONS: Ability to communicate in group settings, willing to challenge obstacles preventing contact with employees pending separation, marketing or customer research background, open minded and innovative, analytical, has a desire to see CCA membership grow.

This job description describes the general duties and responsibilities of the position. It may not be a complete list; additional duties and responsibilities may be required as determined by the CCA Board.

Cargill Cares Alumni – Twin Cities

TITLE: Existing Projects Volunteer Committee

SUMMARY OF POSITION:

PURPOSE: Coordinates and champions alumni volunteer projects that have been approved by the Board as having the greatest impact on the volunteer focus areas set forth in CCA's mission and which will maximize CCA's impact on CCA members, Cargill employees, the Twin Cities communities and the Cargill brand.

KEY RELATIONSHIPS: CCA Board, Project Leads, Admin Teams, Corporate Responsibility members.

CHALLENGES:

- Recruiting and retaining Project Leads for existing volunteer projects.
- Together with the New Projects Committee and CCA Board, ensuring CCA sponsored-projects, collectively, achieve the Purpose.

MAJOR DUTIES & RESPONSIBILITIES:

- Educates and guides Project Leads in fulfilling Project Lead accountabilities, including working with Project Leads to:
 - a. Identify CCA members who might volunteer for their Projects
 - b. Identify one or more CCA members who would be willing to take over from each current Project Lead and/or be a backup Project Lead, if needed.
 - c. Ensuring that each existing volunteer Project's Organizational Profile and Procedures documents are current.
- Updates, as needed, Project Lead accountability description.
- With Project Leads, reviews current volunteer projects to determine if they meet CCA's objectives and make recommendation to Board whether they should continue.
- Requests updates on project activity and volunteerism from Project Leads and others as needed, in order to provide periodic information to the Board.
- Requests Project Leaders provide periodic articles on their Project for the CCA quarterly newsletter and edits draft articles as necessary.
- Ensures volunteer events are recorded timely on the CCA Event Calendar.
- Advises the Cargill Cares TC Committee on Projects, as requested.

QUALIFICATIONS: Passion for volunteerism and engaging volunteers. Patience with and support of Project Leads. Open minded and innovative.

This job description describes the general duties and responsibilities of the position. It is not a complete list of duties, and the Committee may be required to take on additional duties and responsibilities as required by the needs of the association.

Cargill Cares Alumni – Twin Cities

TITLE: New Projects Committee

SUMMARY OF POSITION:

PURPOSE: Champions alumni volunteer projects that have the greatest impact on the volunteer focus areas set forth in CCA's mission and which will maximize CCA's impact on CCA members, Cargill employees, the Twin Cities communities and the Cargill brand.

KEY RELATIONSHIPS: CCA Board, Project Leads, Admin Teams, Corporate Responsibility members and external nonprofit representatives.

CHALLENGES: Identifying worthy projects that meet CCA's mission and capabilities. Recruiting Project Leaders for new volunteer projects.

MAJOR DUTIES & RESPONSIBILITIES:

- Analyzes proposed new projects to determine whether or not they meet CCA's mission and capabilities. If so, recommends to the Board whether the activity should become a volunteer Project with Project Lead, a one-time event led by (or coordinated by) a willing volunteer, or one that only is promoted/ advertised to CCA members to participate in on their own.
- As needed, searches out volunteer programs and evaluates/assesses independent alumni volunteer activity to determine whether to recommend certain activities should be approved for CCA volunteer projects.
- Serves as a contact point for new nonprofit agencies or for CCA members who might propose a new volunteer project.
- Coordinates new nonprofit agency presentations to the Board.

QUALIFICATIONS: Open minded and innovative. Good organization skills.

This job description describes the general duties and responsibilities of the position. It is not a complete list of duties, and the Committee may be required to take on additional duties and responsibilities as required by the needs of the association.

Cargill Cares Alumni – Twin Cities

TITLE: Social Committee

SUMMARY OF POSITION:

PURPOSE: Provide social activities to CCA membership to enhance their active lifestyles.

KEY RELATIONSHIPS:

Internal: Admin Team, Cargill Digital Print Center, Mail Center and Office Center Operations;

External: Medicine Lakes Bus Lines, Chanhassen Dinner Theater, Old Log Theater, Twins, Saints, golf venues and other possible venues

CHALLENGES: Determining viable, affordable, and interesting events that will apply to a large group of our members; coordinating a date with volunteer and education events, CCA meetings and CCA golf days.

MAJOR DUTIES & RESPONSIBILITIES:

- Plans, coordinates, and implements social events for CCA members
- Assures there are hosts or organizers for social events
- Presents events to the Board and gets approval
- Reports on events with a story and pictures for the Board and Newsletter

QUALIFICATIONS: Ability to work with and engage people for a positive social experience, ability to lead event through completion,

This job description describes the general duties and responsibilities of the position. It may not be a complete list of duties; additional duties and responsibilities may be required as determined by the association.

Cargill Cares Alumni – Twin Cities

TITLE: Communication Committee

SUMMARY OF POSITION:

PURPOSE: To ensure CCA members and potential and future members are informed and engaged in CCA activities using multiple communication platforms.

KEY RELATIONSHIPS: All CCA members, CCA Board, Cargill Leadership, Newsletter Coordinator, Standing Committee Chairs, CCA Admin IT Team, CCA Admin Support Team, Cargill Graphics, Digital Print Center.

CHALLENGES: Keeping content fresh and relevant while distributing it in a timely manner. Identifying communication content and tools that will drive CCA member and potential member engagement. Utilize our current communication tools to maximize participation in volunteer, education and social events. Create easy access to current events, publications and information for CCA members and Cargill Leadership.

MAJOR DUTIES & RESPONSIBILITIES:

- Create, print, post and distribute the quarterly CCA Newsletter. Newsletter process is listed under separate cover.
- Work to consolidate information and distribute on a timely basis.
- Maximize the use of Wild Apricot website by the CCA Board, committees, project leads and membership. Drive volunteer, education and social event registrations through Wild Apricot.
- Continuously work to support committees, projects and events using all communication tools.
- Broaden social media and email communication channels.
- Support the Membership Committee as it works to grow CCA membership.

QUALIFICATIONS: Be able to create messaging methods and content, edit and proofread content as needed, plan and launch communication, connect with committee and project leads to support their events, understand website and email use and impact. Newsletter Editor qualifications are listed in the Newsletter Process.

The job description describes the general duties and responsibilities of the position. It may not be a complete list; additional duties and responsibilities may be required as determined by the association.

Cargill Cares Alumni – Twin Cities

TITLE OF PROCESS: Newsletter

SUMMARY OF POSITION:

PURPOSE: The newsletter is a quarterly communication tool to our membership and to key Cargill Leadership. It provides quarterly information on board activities, and our past and upcoming education, volunteer, and social activities. The newsletter might also contain feature articles of interest on Cargill or our members. It provides a means for a quarterly summary of activities and is retained for CCA historical documentation.

KEY RELATIOSHIPS: It is created and sent electronically to all members and Cargill Leadership. For those members without electronic access or without email addresses, we send via US Mail. The newsletter responsibilities are divided among the editor, the Newsletter Coordinator, Standing Committee Chairs, the CCA Admin IT team, the CCA Admin Support Team, and the Cargill Graphics and the Digital Print Center.

CHALLENGES: To determining which articles would be of most interest to our members. Another challenge is receiving these articles from the appropriate contributors on a timely basis. Other challenges include maintaining a current email and postal mailing lists. A final challenge is managing Newsletter creation and distribution process.

PUBLICATION DATES: The newsletter is published quarterly, August 31, November 30, February 28, and May 31.

MAJOR DUTIES & RESPONSIBILITIES: *

The responsibilities of the Newsletter Coordinator are: (VP is Newsletter Coordinator)

- Create a list of articles to be included in each newsletter, share with the Board and Editor, and set due date(s) for submission.
- Ensure Standing Committee Chairs, and other and other submitters of articles are timely.
- Review drafts as needed, share with President.
- Send accumulation of edits to Graphis with CC to editor.
- Send final newsletter to the Admins and Wild Apricot teams.

The responsibilities of the Editor are:

- Provide feedback to the Newsletter Coordinator on the articles for each newsletter.
- Receive the articles for the newsletter, edit and submit to Cargill Graphics.
- Create feature articles, either alone, or with other submitters.
- Review drafts with assistance from Newsletter Coordinator and selected board members.

The responsibilities of the Standing Committee Chairs are:

- Provide a timely article for each newsletter, pictures are always helpful.
- Ensure the accuracy of articles submitted by their Committee.

The responsibilities of the Admin IT team are:

- Maintain current members' email or postage mail addresses.
- Provide Excel file of postage mail addresses.
- Post final newsletter on the website and mail out newsletter.

Cargill Cares Alumni – Twin Cities

TITLE OF PROCESS: Newsletter (Con't)

The responsibilities of the Admin team (includes Colleen's and Ceal's tasks) are:

- Provide a quarterly report of the volunteer hours from SPARK.
- Send the final newsletter, form and mailing address list to the Print Center for printing and mailing.

The responsibilities of the Cargill Graphics Department are:

- Receive articles from Editor and put into newsletter format, return to Editor for comments.
- Make edits and send final newsletter of PDF to Newsletter Coordinator and Editor.

The responsibilities of the Cargill Digital Print Center are:

- Print the newsletter and mail to those members who do not have email addresses.

*The chronological order of duties and responsibilities is as follows:

- Newsletter Coordinator - Create a list of articles to be included in each newsletter, share with the Board and Editor, and set due date(s) for submission. (Rotating quarterly basis)
- Editor - Provide feedback to the Newsletter Coordinator on the articles for each newsletter
- Editor - Create feature articles, either alone, or with other submitters.
- Admin team - Provide a quarterly report of the volunteer hours from SPARK.
- Standing Committee Chairs - Provide a timely article for each newsletter, pictures are always
- Newsletter Coordinator - Ensure Standing Committee Chairs, and other and other submitters of articles are timely.
- Editor - Receive the articles for the newsletter, edit and submit to Cargill Graphics.
- Cargill Graphics Department - Receive articles from Editor and put into newsletter format, return to Editor for comments.
- Newsletter Coordinator - Review drafts as needed, share with President
- Editor - Review drafts with assistance from Newsletter Coordinator and selected board members.
- Standing Committee Chairs - Ensure the accuracy of articles submitted by their Committee.
- Newsletter Coordinator - Send accumulation of edits to Graphis with CC to editor.
- Cargill Graphics – Make edits and send final newsletter o PDF to Newsletter Coordinator and Editor.
- Newsletter Coordinator - Send final newsletter to the Admin Teams.
- Admin IT - Maintain current members' email or postage mail addresses
- Admin IT - Provide Excel file of postage mail addresses
- Admin IT - Post final newsletter on the website and mail out newsletter.
- Admin support - Send the final newsletter, form and mailing address list to the Print Center for printing and mailing.
- Cargill Digital Print Center - Print the newsletter and mail to those members who do not have email addresses

QUALIFICATIONS: The Editor should have a keen sense of grammar and creative writing skills,

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Cargill Cares Alumni – Twin Cities

TITLE: Admin IT

SUMMARY OF POSITION:

JOB PURPOSE: The Admin IT role will provide leadership in regard to implementation and maintenance of technology capabilities to provide the best possible information and communication to Board members and association members to meet the overall organizational goals.

KEY RELATIONSHIPS: Event coordinators, board members, Corporate Responsibility liaison, project leads, Wild Apricot

CHALLENGES: Trying to serve multiple purposes with a minimal number of applications and with diverse capabilities of admin staff and membership.

MAJOR DUTIES & RESPONSIBILITIES:

- Maintains and refreshes the design, technical operation and appearance of the CCA website.
- Oversees the definition and updating of website content.
- Assures member data is reliable, current, secure and synchronized for:
 - Member database
 - Email
 - Web Site
 - Spark
- Assists Board members with design and implementation of new computer applications or the improvement of existing applications.
- Assists Admin staff with documentation and training on applications and hardware.

QUALIFICATIONS: Clear written and verbal communicator

Technical Skills: Knowledgeable with systems currently being used (Microsoft Office including Access, Spark, Outlook, Web Site). Keeps current on new functionality and technology to assist other roles within in the organization.

This job description describes the general duties and responsibilities of the position. It is not a complete list of duties, and the Admin IT Staff may be required to take on additional duties and responsibilities as required by the needs of the association.

Cargill Cares Alumni – Twin Cities

TITLE: Admin Volunteer Support Staff

SUMMARY OF POSITION:

JOB PURPOSE: To maintain a reliable, secure, updated membership data base; and to handle administrative tasks related to the Cargill Cares Alumni activities and events.

KEY RELATIONSHIPS: Event coordinators, board members, Corporate Responsibility liaison, project leads

CHALLENGES: Include the hand-offs between staff, the multiple technical applications that are used, and communication with multiple parties.

MAJOR DUTIES & RESPONSIBILITIES:

- Register and confirm member and guest attendance for events – social (including payments), educational; provide clear and timely communication to members.
- Answer email and phone messages.
- Handle US Postal mail received.
- Send out broadcast emails including, but not limited to, TW@HQ, volunteer, social, educational, obituaries, and Cargill Cares.
- Maintain member data (i.e. address, phone, email changes).
- Process applications for new members (data base) and email welcome information.
- Post events for This Week at HQ announcements.
- Provide attendee lists for on-site Cargill events and for social events to event coordinators and/or Cargill office services.
- Investigate and resolve returned mail/email items (member moved or deceased, e.g.).
- Log admin activities performed.
- Input Spark hours as requested by Project Leaders and CCA members.
- Maintain and follow procedures for Admin functions.
- Admin staff is each expected to provide support at least 2 to 3 times a month for 2 to 4 hours each time. Scheduling is done by each individual basis their own availability. Availability is posted to the Admin Calendar on the CCA Wild Apricot site.

QUALIFICATIONS: Clear communication skills written and verbal. Willingness to help with documentation around procedures and procedural updates. Flexibility to handle change.

Technical Skills: Comfortable and able to handle email, voice mail, data base, web based applications – currently Wild Apricot, Sharepoint, Outlook, Spark, Excel, and Word. Duties also include printing and scanning applications.

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Cargill Cares Alumni – Twin Cities

TITLE: Recognition

SUMMARY OF POSITION:

JOB PURPOSE: Identify and recognize (normally at CCA annual meeting) winners of the annual Jim Little and Ken Moritz awards, and recognize other individuals as appropriate.

KEY RELATIONSHIPS: CCA Executive Committee, CCA Admin Lead, CCA members with historical CCA insight.

CHALLENGES:

1. Jim Little (formerly Volunteer of the Year) award: researching SPARK hours reported and combining with other factors to identify winner.
2. Ken Moritz award: identifying CCA members (often, but not always, current or previous board members) who have had extraordinary impacts on CCA or on non-profit organizations they have served.

MAJOR DUTIES & RESPONSIBILITIES:

- Conduct research as above.
- Make recommendations to the Executive Committee in early Spring.
- Contact candidates about awards (if not done during research).
- Compose a short recognition speech for the annual meeting, and write an article for the newsletter.

QUALIFICATIONS: Ability to engage with award candidates and to speak in public.

This job description describes the general duties and responsibilities of the position. It is not a complete list of duties, and the Admin Staff may be required to take on additional duties and responsibilities as required by the needs of the association.