

## **Position Description**

### Family FOS Unit Chairperson

#### Summary of Position:

The Unit Chairperson is responsible for coordinating the FOS presentation with the unit and the presenter. To make sure all the cards are ready and the unit has time to fill them out and collect them. Their Position is to make sure that the unit receives the best opportunity to contribute to the FOS Campaign.

#### **Essential Functions:**

1. Be acquainted with the FOS Campaign.
2. Obtaining accurate list of unit members from FOS presenter/Unit Committee Chariman.
3. Communicate with Unit Leader before presentation and make sure all arrangements are made:
  - Confirm time and date of presentation
  - Inform parents of the FOS Campaign through unit newsletter or at meetings of the unit.
  - Confirm Sequence of Presentation and insure Units FOS chairperson is scheduled.
  - Be the second in your unit to pledge. The unit leader should be first.
  - Discuss a plan to follow up on all remaining pledge envelopes with presenter
4. Follow up with families that are not present assuring they are contacted and given a chance to pledge.
5. Communicate to your Unit Presenter to ensure that your unit has met their unit goal in pledges.
6. Follow up through the year to ensure that the payments towards pledges are being received at the council service center.
7. Present Unit SME / FOS recognition to families if applicable.

#### **Other Responsibilities:**

Report to Family FOS chair problems and or unit concerns about the FOS Campaign. Try to make this a positive and worthwhile project for the Monmouth Council.