

# **HAMILTON COUNTY HARVEST FOOD BANK, INC. COMMITTEES & RESPONSIBILITIES**

## **Membership Committee**

Shall maintain an active list of members' names, addresses, phone numbers, emails, organizational affiliations(s), and committee interest. A copy of this list will be presented to the secretary on a regular basis. The membership committee shall be responsible for obtaining a signed Partnering Food Pantry Agreement from all food pantry members.

## **Publicity and Promotion Committee**

Shall work to achieve maximum public visibility and awareness so that all facets of the community which can support, promote or use the services of the corporation will be fully informed of its activities.

## **Finance & Fund Development Committee**

Shall work with the president and treasurer to submit an annual budget to the Board of Directors at the March meeting. The committee shall be responsible for raising the funds necessary to carry out the work of the corporation, which may encompass the composition and submission of grants.

## **Food Collections Committee**

Shall be responsible for all the logistics related to any and all food drives held for the benefit of the corporation.

## **Food Distribution Committee**

Shall be responsible for the sorting and categorizing of all food collected from food drives. The committee shall also coordinate the distribution of food orders with the participating food pantries and record the number of pounds of food distributed to each participating food pantry, and provide same information to the secretary for record keeping.

## **Gratification Committee**

Shall be responsible for writing and sending out all thank you letters to donors of the corporation.

## **Governmental Reports Committee**

Shall be responsible for filing all the required state and federal government reports of the corporation.

## **Spiritual Concerns Committee**

Shall oversee the ministry emphasis by developing and nurturing the spiritual growth and direction of all levels of the corporation.

## **Volunteer Coordinator**

Shall be responsible for the recruitment and training of new volunteers, scheduling and staffing of the food bank.