



Literacy Volunteers of Wayne County, Inc.

an accredited affiliate of ProLiteracy America

and member organization of Literacy New York

12 Canal Street, Lyons, NY 14489 • (315) 946-5333

Title:

COMMITTEE MEMBER

Reports to: Committee Chair

Function: Responsible for planning, deciding upon, and recommending action to enable the organization to maintain a balanced intake and support for tutors and learners, to achieve goals as determined by the Board and to conduct the organization's affairs.

Requirements:

- 1) Attend at least 2/3 of committee meetings;
- 2) Carefully read all information pertaining to committee's duties so as to be prepared to make recommendations on issues before the committee based upon the information;
- 3) Fulfill all assigned responsibilities outside of meetings, such as research facts, create reports/documents, contact others, provide extra manpower and/or represent the organization.

Duties:

- 1) Make a serious commitment to the cause of literacy for at least one year;
- 2) Understand the goals, policies, and programs of the organization, especially those appropriate to the committee;
- 3) Attend meetings and participate in the discussions of the committee;
- 4) Fulfill duties assigned by the committee and/or the Board;
- 5) Provide assistance to the committee in areas of personal expertise;
- 6) Contribute to recommendations to the Board by the committee;
- 7) Represent the committee at Board meetings if Committee Chair cannot attend.

Qualifications:

- 1) A strong concern for the functionally illiterate, the limited English proficient or those disempowered at least partially due to functional illiteracy or limited English proficiency, or some subgroup thereof;
- 2) Experience and knowledge pertinent to finance, nominating procedures, personnel administration, programming, or public relations;
- 3) A desire to represent the residents of Wayne County or a specific community within Wayne County.