LOS ALTOS / LOS ALTOS HILLS JOINT VOLUNTEER AWARDS COMMITTEE

Meeting Agenda

April 8, 2019   7:00 PM

First Republic Bank Conference Room
400 South San Antonio Road, Los Altos
(enter through side door on Whitney Street)

1. Establish a quorum – Roll Call
2. Public Comments
3. Approval of minutes
4. Review / Assign tasks (see attached)
5. Discuss possible speaker for the luncheon (please bring ideas)
6. Brainstorm how to expand the pool of Nominations
7. Verify schedule of meeting dates (all at 7:00 PM)
8. Adjourn

Next Meeting – September 16, 2019 location TBD
JVAC COMMITTEE

LA COUNCIL REP
LAH COUNCIL REP

CHAIR (LA)
- Coordinates Meetings (confirms time/location with Deborah P or Jon M)
- Completes Agenda and sends out to group/Deborah P/Jon M 1 week before meeting
- Confirms Speaker
- Keeps Banner & Pins

VICE CHAIR (LAH)
- Coordinates Meeting if Chair is unavailable
- Handles Tasting at Event Location
- Invites/Coordinates Certificates from Local Politicians
- Assists Chair

SECRETARY
- Attends all meetings (or finds replacement if unable to attend)
- Records minutes and sends out to group/Deborah P/Jon M within 1 week

WEBMASTER & PAYPAL
- Updates Website
- Coordinates Payments to Treasurer
- Coordinates Names to Badges/Seating Coordinator

SOCIAL MEDIA COORDINATOR
- Handles Advertisements within each city (city hall, nextdoor, etc)
- Organizes advertisements for Town Crier (50% Discount/Ad)

NOMINATION/SPONSOR COORDINATOR
- Sends out Nomination Invitation Packets to Local Organizations
- Helps Social Media if lack of nominees
- Updates Organization List Annually
- Answers any questions for sponsors
- Handles Packet Receipt & Provides copies to be printed at LA or LAH (notifies committee members)

COMMUNICATION COORDINATOR
- Notifies Winners/Losers
- Prints out Programs
- Orders and Picks-Up Plaques for Winners

TREASURER & Poinsettia Fundraising
- Checks and Manages the PO Box (Pays Annual Fees)
- Handles checks/manages checkbook
- Pays all bills
- Keeps Cash Box/Poinsettia Sign

BADGES & SEATING COORDINATOR
- Assembles Badges and Coordinates Seating Chart
- Sets Up Check-In Table
- Keeps Empty Badges before/after event

WINE DONATION COORDINATOR
- Coordinates donations and picks up wine/brings to event/takes home extra for wrap-up meeting
- Invites donors to the event & sends Thank You Notes
- Provides Names of Donors to Communication Coordinator for Programs

VIDEOS OF AWARDEES