

“How to Guide”

Committee Chair

The Committee Chair schedules committee meetings periodically to brainstorm ideas and topics for future Outreach programs. An Agenda is prepared and given to the members at the meeting.

A committee member must be identified who is willing to take minutes of the meeting and email them to the full committee, including the board liaison, requesting their comments, additions or corrections. Once finalized, a copy of the minutes is to be sent to the Vice President.

The primary focus of the Outreach Committee is to create an active relationship between CHS and others in the broader general community by:

- **Participate in charitable programs to connect with and benefit the community at large**
- **Develop interfaith programs with local churches and similar groups**
- **Forge connections with Jewish religious and cultural groups in the region**

The Committee Chair communicates with the Board Liaison prior to each monthly Board Meeting in order to determine what, if anything needs to be brought up or reported to the Board at their meeting.

The Committee Chair will prepare any articles for the monthly CHS Newsletter.

The Committee Chair must identify committee members to serve as Event Coordinators for the Food Drive, Layette Drive or any other charitable community program undertaken. The Coordinator will identify committee members to become collection points and will arrange final pickup and delivery of the items.

CHS Outreach Committee Procedures Guide

The Committee Chair or Event Coordinator will complete the “CHS Event Announcement Form” located on our Members Only page under Member Information 90 days prior to the event (if possible) so the Communications Committee can include the event in announcements and newsletters to get members participating.

CHS Event Announcement Form

Please enter the information to be included in your announcement. If there are items that do not pertain to your event, please enter N/A or none. The Event Title will be used as the header of the announcement. The Food section should be entered as: Catered by XYZ; On your own; Available on location; Included in price; etc. If applicable, Transportation should be entered as: Bus included in price; Carpools will be arranged; etc. For all events where there will be a charge, the template will have a sign up link to register and will instruct the registrant to mail his/her check to our post office box. The registration form will automatically be sent to the Board representative and Committee Chair, who can then forward it to the Event Chair.

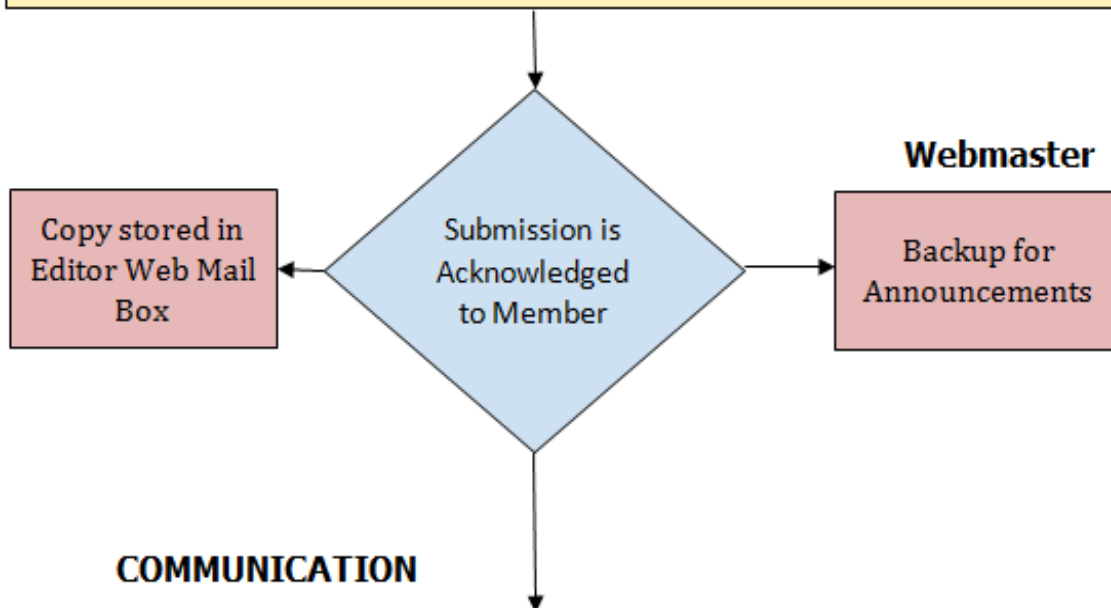
Event Title	Event Date
<input type="text"/>	<input type="text"/>
Start Time	Cost
<input type="text"/>	<input type="text"/>
Food	Location
<input type="text"/>	<input type="text"/>
Contact Person	Transportation
<input type="text"/>	<input type="text"/>
RSVP Deadline	URL or Link
<input type="text"/>	<input type="text"/>
Event Description	Additional Information
<input type="text"/>	<input type="text"/>
Your Email Address	<input type="button" value="Submit Form"/>
<input type="text"/>	

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The Announcement will contain “Drop off Addresses” for our members to use to deliver food or other items too. The information will continue to be available in CHS weekly announcements and monthly newsletter.

Online Event Announcement Form Flowchart

The CHS Event Announcement Form is used by Committee Chairs, Board Liaisons, or Event Coordinators to electronically request a CHS announcement be released. Any announcement request received from anyone other than the above must be approved by the Communication Committee Chair prior to release. Once the member clicks on submit, the form is emailed to Announcements at announcements@chstx.org so they can take all necessary action. A copy is also sent to webmaster@hssctx.org as a backup to announcements.



Copies are sent to the Committee Chair and members of the Technology Sub-Group so they may prepare the announcement for release and create a CHS webpage if links are required. If announcement approval is needed Committee Chair would make final decision.

Once the CHS Announcement is prepared, it would be sent using poMMo, our mail management system. If a web page is required, then once complete with links established, the pages would be uploaded by FTP to the CHS website.

