

**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