

## CARE Clinic Job Descriptions for Committees

- Clinical Services – Study the effectiveness of clinical services, monitoring clinical policies and procedures and recommending to the Board of Directors expansion or alteration of clinic services. This committee currently meets at 6:00 p.m. the 1<sup>st</sup> Wednesday of each odd month.
- Community Relations – Increase public awareness and support of the clinic (including the Speaker’s Bureau). Publicize events at the clinic, including fundraising events, such as: Evening of CARE Dinners, Golf Tournament and Wine Tasting Event. This committee currently meets at 1:00 p.m. the 2<sup>nd</sup> Wednesday of each month.
- Congregations for CARE – Support the clinic through community faith congregation involvement. Provides Ministers for invocations for the bi-monthly Board Meetings, the Annual Golf Tournament, the Annual Volunteer Appreciation Event and other special occasions. Responsible for the planning and implementation of the Annual CARE Clinic Prayer Breakfast held each October. This breakfast is held to further the involvement of the county’s faith community with The CARE Clinic. Also responsible for a Board member Meet n’ Greet, held in late summer each year. This committee currently meets at 11:00 a.m. the 2<sup>nd</sup> Thursday of each odd month.
- Development – Raise funds to support the clinic’s activities. Oversees all clinic fundraising events and assists wherever needed. This committee currently meets at 12 Noon the 2<sup>nd</sup> Monday of each month.

### Subcommittees:

- Evening of CARE – Obtain hosts, co-hosts & sponsors. Arrange publicity for this annual catered dinner held the 1<sup>st</sup> Saturday in February at local host homes.
- Golf – Obtain golfers and corporate sponsors for teams, donated prizes to be used for raffles sales & team awards and sponsors for expenses. Annual tournament is usually held on a Friday in October.
- Wine Tasting & Silent Auction – Assist with design of tickets & invitations, obtain corporate sponsors from area businesses, silent auction items and volunteer at the event. Annual event is usually held around the first of May.
- Education – Educate the Board of Directors regarding the clinic’s operations and needs. This committee currently meets in conjunction with the Community Relations Committee at 1:00 p.m. the 2<sup>nd</sup> Wednesday of each month.
- Volunteer – Increase the number and enthusiasm of clinic volunteers. Responsible for the Annual Volunteer Appreciation Event held in April. This committee currently meets at 6:00 p.m. the 1<sup>st</sup> Wednesday of certain months. Call for details.

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