

updated March 2008

RESPONSIBILITIES OF THE COMMUNITY SERVICE COMMITTEE

Bylaws: ARTICLE X, Section 4

Chair – Appointed by the President

The committee consists of a Chair and ten Zone Community Service Chairs.

RESPONSIBILITIES OF THE ASSOCIATION COMMUNITY SERVICE CHAIR

- a. Compile Zone Community Service reports and present the results to the Executive Board once a year.
- b. Work with the zone chairs to enhance the visibility and mission of “helping others”.
- c. Work with the NYSRTA Public Relations Committee to publicize volunteer activities.
- d. When possible or desirable to suit NYSRTA goals, Integrate service activities and events with AARP and NRTA.
- e. Convene a Community Service meeting of zone chairs once a year to report on and share community activities occurring throughout the year.
- f. Insure that every community service project/event includes membership materials and information for potential new member recruits that are met at a public event.

RESPONSIBILITIES OF THE ZONE COMMUNITY SERVICE CHAIR

- a. Suggest volunteer activities and services that units could do.
- b. Compile a list of programs, volunteer projects, and volunteer services received from Unit Chairs.
- c. Report Zone Community Service activities to the Community Service Chair.
- d. Written Community Service reports are to be sent to the Community Service Chair by July 15.
- e. Written Community Service reports are to be sent to the Community Service Chair by July 15.
- f. Insure that every community service project/event includes membership materials and information for potential new member recruits that are met at a public event.

RESPONSIBILITIES OF THE UNIT COMMUNITY SERVICE CHAIR

- a. Initiate and coordinate service activities and events.
- b. Report volunteer activities and events to your zone Community Service chair by July 1.
- c. Insure that every community service project/event includes membership materials and information for potential new member recruits that are met at a public event.

NYSTRA UNIT OR ZONE GROUP PROJECTS

Ideas for Projects:

Animal shelter assistance; disaster relief activities; food pantry collections; fund-raising or volunteering for children's aid funds, domestic violence projects, literacy projects, local historical societies and libraries; road-side cleanup projects; troop support; *Toys for Tots* collections

Possible Projects as Partners with AARP or NRTA:

NRTA National Day of Service

With our Youth

In October of 2011 the first notebook of statewide community service projects was compiled by the Community Service Committee.

All units or zones who have conducted a new project since October 2011 are asked to fill out the form on the next page and send it to your Zone Community Service Chair for inclusion in this notebook. Feel free to add additional page(s) for more detail, but please summarize on the form.

- What may seem like wasted space in this spot is intended to provide integrity to the material on the pages following.

COMMUNITY SERVICE PROJECT TITLE:

ZONE REPORTING UNIT(s):

PROJECT DESCRIPTION- MAIN FEATURES:

CONTACT PERSON: Please provide name and phone number for the person(s) who has/have the best **working** knowledge of this project.

Name: _____ Phone (_____)

E-mail" _____

TIME-FRAME for the event or project: (How long did it take from start to finish?)

RESOURCES NEEDED: Please include estimate of the cost and what resources, if any, were donated.

CHALLENGES THAT MADE COMPLETION OF THE PROJECT DIFFICULT: (tips to share?)

NATURE OF PUBLICITY RECEIVED: Please attach any news releases or photos of the event.

APPROXIMATE # OF YEARS the project has been sponsored by the unit/zone

OTHER ORGANIZATIONS with whom you partnered on this event or project.

DO YOU PLAN TO CONTINUE THE PROJECT? Yes___ No___ If continuing, please describe if there are also any plans to expand the project.