



TELEPHONE COMMITTEE CHAIRPERSON JOB DESCRIPTION

Purpose of the Telephone Committee is to give a courtesy reminder of BAGS activities to members on a monthly basis. The Telephone Committee shall consist of a chairperson and several committee members to contact the membership once a month after the Board meeting and prior to the General meeting.

The chairperson is responsible for the following:

- A. Prepare the monthly telephone script detailing information about the upcoming General meeting and its speaker. Also, include any additional items in the script as requested by the Board.
- B. Distribute the script to the volunteer committee members to make telephone contact with each member assigned and request whether the members will attend the meeting; answer any questions the member may have; or leave a voicemail message with the script details.
- C. Collect feedback from the members contacted and from the committee members during the phone calls, and forward any actions needed to appropriate Board Member or Committee Chair.
- D. Compose and submit Committee Report prior to each Board Meeting.
- E. Email communication exclusively through BAGS email address telephone@txbayareagen.org.
- F. Attend a majority of the board meetings.