

**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