Operations Committee - Job Responsibilities

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Category	Item	Responsibility
Volunteers	Create schedule, monitor staff levels, client slots, volunteer emails	Ann/Jocelyn
	Onboarding of new volunteers	Joy/Jackie
Running the store	Team leaders: Front of house Back of house	Donna/Joan/Jennifer Dave/John P.
	Schedule metal and cardboard pickups	Jackie/Dave
	Liaison with landlord	Dave/Bob
Inventory	Cycle counts	Ann/Dave
	Order mattresses/platforms	Dave/Sue
	Co-ordinate 1-800, Carmel, and Al	Dave/Jackie (Back-up - Bob)
	Monitor inventory levels for client shopping	Joan/Donna
Social Media	Work with social media team	Joy/Jennifer
Accounting	Open mail, deposits, banking, organize receipts	Jocelyn/Ann
	Hold credit cards, have check signing authority	Bob/Dave
Admin	Order supplies Thank you notes to donors	Jocelyn (supplies) Joy (thank you notes)
	Manage Amazon and Target wish lists	Donna (with personal shoppers)
Call Center	Clients and Agencies	Jocelyn/Joan
	Client reminder calls	Joy/Donna

Category	Item	Responsibility
	Donor emails	Jeff (Sunday/Monday) Joan (Tuesday) Leslee (Wednesday) Jennifer (Thursday) Katherine (Friday/ Saturday)
	Transport schedule	John/Jeff

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