

PHILOPTOCHOS BOARD Job Descriptions 2009 – 2011

	POSITION		2009-2011
	SPIRITUAL ADVISOR	Parish Priest; spiritual advisor.	Father Paul Schroeder
1.	PRESIDENT	Pres. acts as CEO of Board and performs duties usual to the office. Presides over Board meetings and serves as ex officio, non-voting member of all standing & special committees. Chairman of Finance Committee.	Paula D. Diamond
2.	1ST V. PRESIDENT	First VP assumes duties of Pres. during absence and other duties assigned by President. Also a member of Finance Committee.	Mari Lou Diamond
3.	2ND V. PRESIDENT	2 nd VP assumes duties of 1 st VP in her absence and other duties assigned by President. Also a member of Finance Committee.	Chrissy Rouches
4.	RECORDING SECRETARY	Recording Sec. shall record & maintain minutes of all Board meetings, passing on a complete compilation at term's end for Chapter archives.	Elizabeth Franklin
5.	CORRESPONDING SECRETARY	Corresp. Sec. shall prepare and process all correspondence, dispatch mailings from Board & provide formal notice of meetings & events to BOD, Circle Leaders & Philo. members as appropriate.	Sophia Kondoleon
6.	TREASURER	Treasurer shall make full financial reports at all Board meetings & Philo. General Assembly meetings and other reports as directed by Board; Also a member of Finance Committee.	Shelle Pickens
7.	ADVISOR TO BOARD	Advisor is the immediate Past President. She will advise President, officers and members and attend all board meetings.	Stacey Gianopoulos
STANDING COMMITTEES – Chair persons			
1.	COMMUNITY ASSISTANCE	Provide confidential financial assistance to individuals or families in Parish community in need. Work in conjunction with Priest, Philo Pres. & Treasurer. Be able to respond to requests immediately via email & phone and be knowledgeable about additional referral resources to best help client.	Mari Lou Diamond
2.	MEMBERSHIP	In cooperation with Philo. Treasurer, collect dues, prepare & maintain membership lists and promote membership growth	Chrissy Rouches
3.	*FINANCE	Oversee matters of Chapter Finance. Review past income & expenses, current & future commitments, new plans, etc. to prepare annual budgets for membership approval at annual November Gen. Assembly meeting.	Appointed by President. Finance Committee will consist of (at a minimum) current & immediate past chapter Treasurer; Chapter Pres. & Vice Presidents and Ways & Means Coordinators
4.	PHILANTHROPY	To distribute net proceeds from sale of Flavor It Greek! cookbook to groups consistent with funding goals of Philanthropy committee. Solicit applications, review and recommend to full membership potential funding recipients.	Christina Marnaris
5.	*SERVICE PROJECTS	Establish annual (with Board's endorsement) Chapter-wide "Oli Mazi" project(s), single endeavors or ongoing Philo service activities to	TBD

		assist the Parish or greater Portland metro area.	
6.	*PROGRAMMING	Offer a minimum of one program/yr. for membership to become educated, strengthened or otherwise self rejuvenated.	Stacey Gianopoulos
7.	*HISTORIAN	Historian will maintain a current and ongoing history of events, photos & milestones achieved by Chapter.	Helen Tzakis
8.	METROPOLIS REPRESENTATIVE	Act as Liaison between Metropolis Board & Chapter. Provide regular reports to the local BOD and membership.	Katherine Pappas
9.	COOKBOOK	Oversee Flavor It Greek! Cookbook Committee. Plan, promote & sell cookbook & cookbook products; net proceeds fund Philo. Community Assistance & Philanthropy budgets. Report regularly to Philo Board & membership.	Georgia Liapes
10.	KIDS N CANCER	Oversee Kids 'N Cancer program including program planning, funds acquisition, volunteers, publicity and operation of summer camp. Report regularly to Philo Board & membership.	Joan Liapes
11.	HOSPITALITY 1. Sunday Coffee Hours 2. Funeral Coffees 3. Pre-Sanctified & Gen. Assembly Dinners 4. Special occasion & Feast Days	Coordinate funeral coffees, coffee hours, special occasions such as Pre-sanctified dinners Priest name days, major feast days, Easter, Christmas, Aug. 15, Pentecost and semi-annual Philo Gen Assembly meetings. Chair may be done by 1 person or shared with 3 or more coordinators.	Ann Mehas (Coordinator) Prisc. Rep-Pearl Pavlos Ermeone Rep-Anastasia Belesiotis; Makrina Rep-Lisa Psihogios
12.	PENNIES & PRAYERS	Coordinate annual Pennies & Prayers program for local Parish & community. (Note: Pennies & Prayers originated in Portland Chapter and all proceeds fund Orthodox Mission programs.)	Kathy Melcher
13.	THRIFT SHOP	Oversee all activities of Philo Thrift Shop including volunteers, income, expenses, donations, etc. and report regularly to Philo Board & membership.	Mary Aspros
14.	SENIOR ACTIVITIES	Coordinate social and other services and programs for Parish senior citizens in conjunction with Parish representatives.	Sophia Damiani
15.	VISITATIONS	Plan or arrange for visits to those in Parish community who might benefit from personal attention; arrange for holiday and Holy Day visitations.	Effy Stephanopoulos
16.	SUNSHINE	Brighten up a day by providing "sunshine" cards (sympathy, congratulations, get well, etc) to Parish & community members.	Katy Vokos 503-285-2452
17.	WAYS & MEANS	Plan and coordinate annual fundraising projects of Chapter consistent with annual budget. Is member of Finance Committee.	Christine Rulli/Georgia Liapes
18.	BAKERY-- SENIOR HOUSING PROJECT	Coordinate baking projects where proceeds will be dedicated to senior housing.	Mary Maletis
19.	BAKING	Plan and bake koulourakia, tsourekia, etc. to assist in Philo. ways & means and service projects.	Georgia Belesiu
20.	SCHOLARSHIP	Oversee Philo. scholarship applications & awards to worthy Holy Trinity graduates in conjunction with Parish scholarship program.	Katherine Pappas

Note: *Denotes new or re-established Standing Committee 2009-2011.

**HOLY TRINITY PHILOPTOCHOS
2009 - 2011 CIRCLE LEADERS**

1.	MARY MAGDELINE/PHOEBE	Vasi Vlahakis
2.	MARTHA	Georgia Belesiu/Ann Mehas
3.	PRISCILLA	Sophie Sly/Mimi Palumbis/Pearl Pavlos/Yianna Doherty
4.	MAKRINA	Stacey Gianopoulos(6/1/09-12/31/09) Jo Anne Finicle (1/1/10 – 6/30/2011)
5.	PHILOTHEA	Lori Thompson
6.	ERMEONE	Rena Bekris