

## PHILOPTOCHOS BOARD Job Descriptions 2009 – 2011

	<b>POSITION</b>		<b>2009-2011</b>
	<b>SPIRITUAL ADVISOR</b>	Parish Priest; spiritual advisor.	<b>Father Jordan Brown Fr. Dimo Paraskevaidis Father John Angelis</b>
<b>1.</b>	<b>PRESIDENT</b>	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.	<b>Paula D. Diamond</b>
<b>2.</b>	<b>1<sup>ST</sup> V. PRESIDENT</b>	First VP assumes duties of Pres. during absence and other duties assigned by President. Also a member of Finance Committee.	<b>Mari Lou Diamond</b>
<b>3.</b>	<b>2<sup>ND</sup> V. PRESIDENT</b>	2 <sup>nd</sup> VP assumes duties of 1 <sup>st</sup> VP in her absence and other duties assigned by President. Also a member of Finance Committee.	<b>Christin Rouches</b>
<b>4.</b>	<b>RECORDING SECRETARY</b>	Recording Sec. shall record & maintain minutes of all Board meetings, passing on a complete compilation at term's end for Chapter archives. Also a member of Finance Committee.	<b>Elizabeth Franklin</b>
<b>5.</b>	<b>CORRESPONDING SECRETARY</b>	Corresp. Sec. shall prepare and process correspondence, dispatch mailings from Board & provide formal notice of meetings & events to BOD, Circle Leaders & members as appropriate. Also a member of Finance Committee.	<b>Sophia Kondoleon</b>
<b>6.</b>	<b>TREASURER</b>	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.	<b>Shelle Pickens</b>
<b>7.</b>	<b>ADVISOR TO BOARD</b>	Advisor is the immediate Past President. She will advise President, officers and members and attend all board meetings. Also a member of Finance Committee.	<b>Stacey Gianopoulos</b>
<b>STANDING COMMITTEES – Chair persons</b>			
<b>1.</b>	<b>FAMILY ASSISTANCE</b>	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 and be knowledgeable about additional referral resources to best help.	<b>Mari Lou Diamond</b>
<b>2.</b>	<b>MEMBERSHIP</b>	In cooperation with Philo. Treasurer, collect dues, prepare & maintain membership lists and promote membership growth	<b>Chrissy Rouches</b>
<b>3.</b>	<b>*FINANCE</b>	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.	<b>Appointed by President. Finance Committee will consist of (at a minimum) Executive Board Ways &amp; Means Coordinators</b>
<b>4.</b>	<b>PHILANTHROPY</b>	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.	<b>Christina Marnaris</b>
<b>5.</b>	<b>*SERVICE PROJECTS</b>	Establish annual (with Board's endorsement) Chapter-wide "Oli Mazi" hands-on service activities to assist the Parish or greater Portland.	<b>TBD</b>

6.	<b>ADOPT A SEMINARIAN</b>	Encourage future Priests by providing for treats and needs of seminarian students.	<b>Katherine Pappas, Kathy Melcher, JoAnne Finicle, Ermeoni Circle</b>
7.	<b>*PROGRAMMING</b>	Offer a minimum of one program/yr. for membership to become educated, strengthened or otherwise self rejuvenated.	<b>Stacey Gianopoulos</b>
8.	<b>*HISTORIAN</b>	Historian will maintain a current and ongoing history of events, photos & milestones achieved by Chapter.	<b>Helen Tzakis</b>
9.	<b>METROPOLIS REPRESENTATIVE</b>	Act as Liaison between Metropolis Board & Chapter. Provide regular reports to the local BOD and membership.	<b>Mari Lou Diamond</b>
10.	<b>COOKBOOK</b>	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.	<b>Georgia Liapes</b>
11.	<b>KIDS N CANCER</b>	Oversee Kids 'N Cancer program including program planning, funds acquisition, volunteers, publicity and operation of summer camp. Report regularly to Philo Board & membership.	<b>Joan Liapes Katherine Pappas</b>
12.	<b>HOSPITALITY</b> 1. Sunday Coffee Hours 2. Funeral Coffees 3. Pre-Sanctified & Gen. Assembly Dinners 4. Special occasion & feastdays	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.	<b>Ann Mehas (Coordinator)</b> Pearl Pavlos; Lisa Psihogios; Christin Rouches; Anastasia Belesiotis; Sophie Sly, JoAnne Finicle; Kathy Papachristopoulos, Kathy Molesa
13.	<b>PENNIES &amp; PRAYERS</b>	Coordinate annual Pennies & Prayers program for local Parish & community. (Note: Pennies & Prayers originated in Portland Chapter and all proceeds fund Orthodox Mission programs.)	<b>Kathy Melcher</b>
14.	<b>THRIFT SHOP</b>	Oversee all activities of Philo House Thrift Shop including volunteers, income, expenses, donations, etc. and report regularly to Philo Board & membership.	<b>Mary Aspros</b>
15.	<b>SENIOR ACTIVITIES</b>	Coordinate social and other services and programs for Parish senior citizens in conjunction with Parish representatives.	<b>Sophia Damiani</b>
16.	<b>SENIOR ASSISTANCE</b>	Administer bequest funds from the late Col George Anthony for indigent seniors (65 yrs. or older).	<b>Ellen Belesiu</b>
17.	<b>VISITATIONS</b>	Plan or arrange for visits to homebound in Parish community who might benefit from personal attention; arrange for holiday and Holy Day visitations.	<b>Presv. Effy Stephanopoulos</b>
18.	<b>SUNSHINE</b>	Brighten up a day by providing "sunshine" cards to Parish & community members.	<b>Katy Vokos 503-285-2452</b>
19.	<b>WAYS &amp; MEANS</b>	Plan and coordinate annual fundraising projects of Chapter consistent with annual budget. Are members of Finance Committee.	<b>Christine Rulli/Georgia Liapes</b>
20.	<b>BAKERY-- SENIOR HOUSING PROJECT</b>	Coordinate baking projects where proceeds will be dedicated to senior housing.	<b>Mary Maletis</b>
21.	<b>BAKING</b>	Plan and bake koulourakia, tsourekia, etc. to assist in Philo. ways & means and service projects.	<b>Georgia Belesiu</b>
22.	<b>SCHOLARSHIP</b>	Oversee Philo. scholarship applications & awards to worthy Holy Trinity graduates in conjunction with Parish scholarship program.	<b>Katherine Pappas</b>

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

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

<b>1.</b>	<b>MARY MAGDELINE/PHOEBE</b>	<b>Vasi Vlahakis</b>
<b>2.</b>	<b>MARTHA</b>	<b>Georgia Belesiu/Ann Mehas</b>
<b>3.</b>	<b>PRISCILLA</b>	<b>Sophie Sly/Mimi Palumbis/Pearl Pavlos/Yianna Doherty</b>
<b>4.</b>	<b>MAKRINA</b>	<b>Jo Anne Finicle</b>
<b>5.</b>	<b>PHILOTHEA</b>	<b>Lori Thompson</b>
<b>6.</b>	<b>Ermeoni</b>	<b>Rena Bekris/Christina B. George</b>