

May 25, 2011

Addendum to SCA ByLaws, Policies and Documents and Records dated June 2, 2007

BYLAW

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Section 26 The **Project Share Committee** shall foster and create ways to help students in the Manhasset Public School District whose families need assistance with basic need type items (as identified by School personnel).

The Project Share Committee shall be composed of a Chairperson appointed by the Executive President. A Vice Chairperson, a Finance Chair, an Administration Advisor and all School Social Workers will be included in the Committee. In addition, each School President will appoint a committee member from their School. Additional members may be added by direct solicitation, newspaper advertisements and/or flyers.

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POLICY THIRTY-FIVE

PROJECT SHARE COMMITTEE

(See ByLaws Article XVI, Section 26)

Purpose

The Project Share Committee will foster and implement ways to help students in the Manhasset Public School District whose families need assistance with basic need type items (as identified by School personnel).

Chairperson

The Executive President shall appoint a Project Share Chairperson to serve a two-year term.

The Project Share Committee Chairperson shall:

- attend the mandatory first Executive Board meeting of the school year for orientation by the Historian and the Executive President; the General Membership Meeting where elections are held; and the Annual Meeting where the budget is adopted.
- report on the work of the Project Share Committee to the Executive Board upon request of the Executive President;
- submit proposed Project Share Committee plans to the Executive Board for approval before action is taken thereon; and
- provide an annual written report of the work of the Project Share Committee to the Executive President no later than June 1 of each year.

Project Share Committee Addendum, continued

Committee Membership

The Committee shall be composed of the Chairperson appointed by the Executive President, a Vice Chairperson, a Finance Chair, an Administration Advisor and all school Social Workers. Additionally, one person from each school should be selected, if possible, from the responses to the volunteer solicitation and appointed by the School President. Additional members may be added by direct solicitation, newspaper advertisements, and/or flyers.

Meetings

The Chairperson shall call meetings on an as-needed basis. Ideally, the Committee should meet at a minimum of three times a year.

Responsibilities

The Project Share Committee shall be responsible for:

- meeting with the School Social Workers to ascertain and verify needs of students and families in the Manhasset Public School District.
- informing Munsey Park, Shelter Rock, the Middle School and High School families of the work of Project Share through the SCA website, Manhasset Press and other communications.
- holding all internal information, discussions and donations in strict confidence