

Title**Clubhouse Planning Committee****Job Summary**

The Clubhouse Planning Committee is established by the Executive Board of Directors. The Clubhouse Planning Committee is responsible for the planning of programs for Clubhouse members and the day-to-day responsibilities of the members of HansonHouse TBI Clubhouse, subject to the approval of the Executive Director.

Primary Work Sites:

Work sites will depend on the programs planned and the location of the activity.

Minimum Qualifications:

The position requires that an individual:

Must qualify to be a HansonHouse TBI Clubhouse member or caregiver accompanying a member. Be committed to the mission and vision of HansonHouse TBI Clubhouse. Each member and/or their caregiver must accept responsibility for an area of planning.

Supervising and Evaluating Operations**The Clubhouse Planning Committee functions are:**

- Responsible for the day-to-day activities.
- Responsible for the election of new Clubhouse Planning Committee members and officers.
- Schedules the day-to-day work for the management of the clubhouse.
- Follow the rules of the Executive Board of Directors.
- Works with Executive Director to follow operational procedures.
- Reviews each meeting with the membership.
- Expresses membership wishes at the Clubhouse Planning Committee meetings.

Representing HansonHouse TBI Clubhouse to the Community

- By serving as the HansonHouse TBI Clubhouse Planning Committee, the board members are the ambassadors to the community.
- Build enthusiasm for HansonHouse TBI Clubhouse programs.
- Promote attendance at all events and encourage contributions.
- Recruits new members.

Grants and Funding

- Support HansonHouse TBI Clubhouse activities.
- Planning Committee Members must participate in fund-raising efforts.