

## CARE Clinic Job Descriptions for Committees

- Clinical Services – Study the effectiveness of clinical services, monitoring clinical policies and procedures and recommending to the Board of Directors expansion or alteration of clinic services. This committee currently meets at 6:00 p.m. quarterly on the 3<sup>rd</sup> Wednesday of the month beginning in March of each year.
- Community Relations – Increase public awareness and support of the clinic, assisting with speaking engagements at churches, events and organizations. Publicize events at the clinic, including fundraising events, such as: Evening of CARE Dinners, Golf Tournament and Wine Tasting Event. This committee currently meets at 4:00 p.m. the 1<sup>st</sup> Wednesday of each month.
- Congregations for CARE – To keep a strong focus on the clinic’s spiritual mission and to communicate this mission to the larger community. Encourage involvement of area congregations in the clinic, encouraging financial and volunteer support and active participation in activities of the clinic. Plan and implement a “Celebration of Thanksgiving” prayer luncheon the 3<sup>rd</sup> Monday in November. Provide Ministers for invocations for the bi-monthly Board Meetings, the Annual Golf Tournament, the Annual Volunteer Appreciation Event and other special occasions. This committee meets on the 3<sup>rd</sup> Friday of certain months at 2:30 p.m. They do not meet June-August.
- Development – Raise funds to support the clinic’s activities. Oversees all clinic fundraising programs and events and assists wherever needed. Also assists in long-range planning and charitable giving for the clinic. This committee currently meets at 12 Noon on the 2<sup>nd</sup> Monday of every other month.

### Subcommittees:

- Evening of CARE – Obtain hosts, co-hosts & sponsors. Arrange publicity for this annual catered dinner held the 1<sup>st</sup> Saturday in February at local host homes.
- Golf – Obtain golfers and corporate sponsors for teams and soldiers and sponsors for expenses. Annual tournament is usually held in September or October.
- Wine & Beer Tasting & Silent Auction – Assist with design of tickets & invitations, obtain corporate sponsors from area businesses, silent auction items and volunteer at the event. Annual event is usually the Thursday before the Kentucky Derby (always held on the 1<sup>st</sup> Saturday in May). But if the Southern Pines “Run for the Roses” wine tasting cannot get their desired location on that date, it can be earlier or later. Our two events are held in conjunction with each other (ours is always the night after theirs).
- Volunteer – Increase the number and enthusiasm of clinic volunteers. Responsible for the Annual Volunteer Appreciation Event held in late March or early April. This committee currently meets at 5:30 p.m., the 1<sup>st</sup> Tuesday of certain months leading up to the appreciation event at the home of the chairperson.

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The CARE Clinic  
239 Robeson Street  
Fayetteville, NC 28301  
910-485-0555  
[www.thecareclinic.org](http://www.thecareclinic.org)  
[projects@thecareclinic.org](mailto:projects@thecareclinic.org)

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