



## **Charity Coordinator Team Leader (See attached Charity Team Timeline for monthly details)**

- Coordinate with web manager any Charity information content updates if necessary
  - Update lists of qualified current year charities
  - Provide links to qualified current year charity websites if available
  - Provide any charity photos for posting on website
- Responsible for a team of coordinators who will review each application, check all details and attached documents and communicate with charity coordinator
- Receives the applications on the round cube Charity account, reply to them confirming you received them by the Charity-coordinator account
  - Send/forward the forms to the respective coordinator, Belgian or International.
  - Organize with the coordinators the necessary meetings to go through all of them
- Coordinate/organize a charity application workshop with NCB board and members if needed
- Compile, distribute and post Charity books for membership review and voting
- Prepare the online Survey Monkey for Belgian and International voting as well an excel file for the results
- Send to the Treasurer the banking information of the selected charities (have all charity coordinators add their own charities and send to you)
- Update the slides for Charity Team for the General Assembly, updates and information as applicable and requested
- Send the invitations out for the Donation Ceremony + Follow up access to NATO (work with Guest Coordinator)
- Organize together with the Charity team the Donation Ceremony
- Update Funding Application for the next Bazaar year
- Follow-up on Charity projects from previous Bazaar
  - **Skills/knowledge required: Word, PowerPoint, Excel**



## Belgian Charity Coordinators

### May – Jun

- Receiving and saving the applications on the round cube Belgian charity account
- Printing and dividing of the applications
- Preparing of the "Belgian Charity In Brief" documents (for the May Board Meetings) to discuss the projects in detail with the Board (including proposed and bare minimum amounts)
- Eliminate non-eligible applications
- Contact organizations for any clarification or missing documents
- Coordination of the visits to the BEL organizations. (no longer done, 2019 and 2020 charity teams decided this was unnecessary step)

### September – October

- Preparing the BEL Pre-Briefing book (for the September General Assembly meeting) **(Charity coordinator did this in 2019 and 2020)**
- Preparing of the BEL Briefing book, with the ranking of the projects as voted on by the members. All the details of the projects are now available to the members **(Charity coordinator did this in 2019 and 2020)**
- Sending of letters to the charities as soon as possible after the GAM voting: Possible funding or non-funding.

### After the bazaar- December

- Sending of letters to the charities to confirm funding with amount or to regret non – funding.
- Send out of Invitations for the donation ceremony + follow up access to NATO
- After the Bazaar, help organize the Donation Ceremony.

### Generally

- Being available to present at Board meetings and General meetings.
- Coordination with charity coordinator.
  - o **Skills/knowledge required: PowerPoint, Word, Excel**



### **International Charity Coordinator(s) May – Jun**

- Receiving and saving the applications on the round cube International charity account **(Charity Coordinator did in 2019 and 2020)**
- Responsible for a team of assistants who will review each application, check all details and attached documents and report to the Charity Coordinator
- Dividing of the applications **(Charity Coordinator did in 2019 and 2020)**
- Organize meetings with all the assistants to go through the projects and to decide on eligibility according to the criteria in the Funding Application **(Charity Coordinator did this in 2019 and 2020)**
- Preparing of the "International Charity In Brief" documents (for the May Board Meetings) to discuss the projects in detail with the Board and to discuss the proposed amount to include bare minimum for project to be realized
- Eliminate non – eligible applications.
- Contact organizations for any clarification or missing documents
- Preparing the International Pre-Briefing book **(Charity Coordinator did in 2019 and 2020)**
- Preparing of the International Briefing book, with the ranking of the projects as voted on by the members. All the details of the projects are now available to the members **(Charity Coordinator did in 2019 and 2020)**

### **September – October**

- Preparing the Int'l Pre-Briefing book (for the September General Assembly meeting) **(Charity coordinator did this in 2019 and 2020)**
- Preparing of the Int'L Briefing book, with the ranking of the projects as voted on by the members. All the details of the projects are now available to the members **(Charity coordinator did this in 2019 and 2020)**
- Sending of letters to the charities as soon as possible after the GAM voting: Possible funding or non-funding.

### **After the bazaar- November or December**

- Sending of letters to the charities to confirm funding with amount or to regret non – funding.
- Send out of Invitations for the donation ceremony + follow up access to NATO
- After the Bazaar, help organize the Donation Ceremony.

### **Generally**

- Being available to present at Board meetings and General meetings.
- Coordination with charity coordinator.
  - o **Skills/knowledge required: PowerPoint, Word, Excel**