

## Heroes' Cafe Bylaws Appendix

### Duties and Charges of Committees

- A. Standing Committees will report to the Heroes' Cafe Board.
  1. Hospitality Committee
    - a. Provide food and beverage service for Heroes' Cafe.
    - b. Develop volunteer roles for the preparation, distribution, safety, and clean-up procedures for food services
    - c. Develop and promote community stakeholder and partnership I the food service program.
    - d. Support food programs for veterans' experiencing or at risk for food insecurity.
  2. Membership and Registration Committee
    - a. Greet and register new and current participants of Heroes' Cafe.
    - b. Provide membership data to Executive Director, Treasurer, and Hospitality Committee Chair following each Heroes' Cafe event.
  3. Publicity Committee
    - a. Communicate Heroes' Cafe news to participants. Be responsible for contacting participants regarding events, calendar of events and other notices and information that are of direct interest to Heroes' Cafe participants.
    - b. Be responsible for regularly reviewing and updating information on social media platforms.
    - c. Post forms and information regarding events, calendar of events and other notices and information that are of direct interest to Heroes' Cafe participants.
    - d. Identify and recommend appropriate speakers and displays for Heroes' Cafe events.
  4. Veteran Outreach Committee
    - a. Assist the Executive Director in providing support to veterans in need of welfare support.
    - b. Support veterans to live independently.
    - c. Foster positive outreach to veterans.
    - d. Honor and commemorate veterans
    - e. Plan and coordinate veteran requirements with veteran service officers
  5. Fundraising and Grant Writing Committee
    - a. Establish a fundraising program and policies.
    - b. Appraise the Executive Director of appropriate funding for Heroes' Cafe.
    - c. Collect and report grant writing data.
  6. Facilities Committee
    - a. Recruit volunteers to set-up and tear-down of events.
    - b. Coordinate participation with Heroes' Cafe and other agencies.