

## **Board Position Descriptions**

Meeting commitment for all board members:

- One board meeting per month (September through June)
- One General Membership meeting every other month

Expected to help “fill the Board” for the following school year. Each board member is committed to sharing and filing necessary documents to help ensure future board members have the opportunity to find the proper resources to help fulfill their roles and responsibilities.

### **President**

- Presides over meetings of the organization and executive board
- Handles correspondence.
- Sends notices of meetings to membership.
- Serve as a primary contact for the principal.
- Represents the organization at meetings outside the organization.
- Serves as the ex officio member of all committees except the nominating committee.
- Coordinates the work of all officers and committees so that the purpose of the organization is served.

### **Vice-President**

- Carries out duties as delegated by the President and carries out the duties of President in the absence or inability of the President to serve, except in the case of an elected Co/Assistant President.

### **Secretary**

- Keeps all records of the organization.
- Takes and records minutes.
- Prepares the agenda.
- Handles correspondence.
- Sends notices of meetings to membership.
- Keeps a copy of the minutes book, bylaws, rules, membership list, and any other supplies and brings them to meetings.

### **Treasurer**

- Keeps an accurate record of all receipts and expenditures.

- Pays out funds in accordance with the approval of the executive board.
- Presents a financial statement at every meeting and other times of the year when requested by the executive board, and makes a full report at the end of the year.
- Files taxes in accordance with the schedule. Files all required filings with the State according to the schedule, and must notify President upon completion.

### **Fundraising**

- Oversees all fundraising activities for the organization. This includes research, promotion, and implementing of fundraisers.

### **Co/Assistant Board Positions**

- Any executive board positions shall have the option to have a Co/Assistant position as needed.
- Assists the lead with their duties listed above.
- Carries out duties as delegated by the lead and carries out the duties in the absence or inability of the lead to serve.
- Optional position that the nominating committee will add to their slate, but not imperative to the organization that it be filled each year.