



Position Descriptions and Responsibilities

President/Co-Presidents

- Annual Filings
- Office Management
- Storage Unit
- Attend Board meetings

Vice President

- Office Management
- Support President
- New Parent Contact
- Parent Education
- Attend Board Meetings

Secretary

- Take notes at meetings
- Thank you notes in coordination with the Treasurer
- Works closely with Communications team including marketing materials
- Attend Board Meetings

Treasurer

- Manage Finances
- Deposit donations in timely manner
- List donors to secretary for thank you cards
- Prepare Financial statements for board meetings and annual state filing
- Attend Board Meetings

Event Coordinator

- Create and manage event committees
- Serve as point person for events
- Establish and maintain partnerships with donors
- Attend Board Meetings

Communications

- Establish and Maintain partnerships with local community
- Manage Facebook
- Marketing
- Managing marketing materials
- Correspond with media
- Manage constant contact