

CHSC Board Job Descriptions

PRESIDENT

General Function Of The Position:

The President oversees activities of the CHSC membership. Accordingly, the President is accountable to the entire organization.

Principal Activities:

- Call meetings of the Board, plan the agenda and lead meetings to conduct the business of the Organization in a timely way
- Recruit and appoint vacant Board positions
- Support, supervise and encourage all other Board members in their duties
- Represent the organization at public meetings
- Ensure that activities of the organization are conducted in accordance with the Bylaws and the law
- Coordinate planning for the long-term continuity and health of the organization, including organization goals and objectives
- Work with the President-Elect for a smooth transition of responsibilities
- Serve as a sounding board for CHSC members

VICE PRESIDENT

General Function of the Position:

The Vice President encourages volunteer participation; supports President's duties; and organizes Nomination Committee.

Principal Activities:

- Work with Fundraising, Programs & Community Chairs to encourage CHSC member participation and match volunteers with appropriate committees
- In absence of President, calls meetings of the Board, plans the agenda and leads meetings to conduct the business of the organization in a timely way
- Provide assistance to the President and President-elect, as needed, to ensure policy and historical continuity
- Act as parliamentarian at meetings if position is not filled.
- Recruit and chair a Nominating Committee for the next year's elections to:
 - Solicit updated job and committee descriptions from board members
 - Develop a plan and timeline to identify and recruit viable Board candidates
 - Publicize/market the benefits of involvement and taking leadership to organization members
 - Seek nominations of candidates, including self-nominations, from the membership
 - Evaluate nominations and recruit additional candidates, as needed

- Present candidates to the membership for election to the Board and oversee any necessary ballot counting.
- Prepare and send a welcome letter to new board members after election or appointment
- Participate in planning orientation for new board members

TREASURER

General Function of the Position:

The Treasurer is responsible for the maintenance of all fiscal records for the Organization, including financial reports, budgets, investments and monthly reports to the Board.

Principal Activities:

- Chair the Finance Committee, consisting of treasurer, treasurer-elect, president, president-elect and other leadership as needed
- Direct the maintenance of financial records in QuickBooks
- Working knowledge of Excel preferable
- Review monthly financial reports including Budget vs. Actual and Balance sheet
- Reconciliation of bank and investment accounts
- Pays bills once approved
- Manage investments, as recommended by the Finance Committee
- Approve pricing of all organization events and membership fees, as recommended by the Finance Committee
- Advise and prepare reports to the Board on financial issues relating to the organization, as recommended by the Finance Committee
- Facilitate the tax preparation and insurance renewal
- Manage the bank relationship
- Maintain and update the financial policy

SECRETARY

General Function of the Position:

The Secretary supports the administrative function of the Board.

Principal Activities:

- Record and write up minutes of all board and membership meetings, as well as official organization correspondence.
- Distribute meeting minutes to all Board members for review before sharing with membership
- Send Board Meeting notices
- Work with VP and Committee Chairs to obtain monthly written reports, and provide copies of reports for the board meetings
- Maintain/update the book of minutes, policies, procedures and changes of bylaws

FUNDRAISING CHAIR

General Function of the Position:

The Fundraising Chair coordinates all fundraising efforts and assists the Organization in successfully raising the annual approved budgeted income.

Principal Activities:

- Recruits and provides leadership, coordinating efforts for Fundraising Committees including Walk-a-Thon, Auction, Basket Bingo, Science Camp Fundraising, Book Fairs, etc.
- Ensure compliance of all fundraising committees to the financial policy
- Act as liaison between various fundraising committees and the Board
- Provide the Board with updates and information about upcoming fundraisers
- Prepares and submits budget estimates for the following year

COMMUNITY CHAIR

General Function of the Position:

The Community Chair develops and implements a plan for the organization to promote membership and raise the organization's visibility and stature in the community.

Principal Activities:

- Recruits and provides leadership for Carlton Community Committees including Campus Life, Hospitality, Shade, etc.
- Reviews and approves all marketing and promotional items from other CHSC committees
- Act as the liaison between the Community Committees and the Board
- Work with Principal to give updates for Carlton newsletter
- Promotes and organizes volunteer opportunities such as community social events such as Multi-cultural event, Rummage Sale, Movie night, etc.
- Prepares and submits budget estimates for the following year

PROGRAM CHAIR

General Function of the Position:

The Programs Chair assists the organization in successfully providing Programs to the membership.

Principal Activities:

- Recruits and provides leadership for Program Committees including Art Vistas, Clay, Garden Club, Project Cornerstone, Running Club, etc.
- Act as the liaison between the various enrichment programs coordinators and the Board.
- Provide monthly updates at CHSC meetings regarding the various enrichment programs
- Prepares and submits budget estimates for the following year.