

Board of Directors
Job Descriptions
April 2019



Job descriptions and responsibilities may vary from year to year based on the needs of the school, organization and interests of the volunteers.

All roles require a time commitment as well as agreement to chair or co-chair at least ONE CHAPTER event, and representation of CHAPTER at ALL Chestnut Hill Academy events including, but not limited to, Open Houses, New Parent Orientation and CHA Picnic.

Elected Officers/Executive Committee

2019-2020 President

Purpose: To provide strategic leadership and preside at all the meetings of CHAPTER, CHAPTER Board and the Executive Committee, to require an orderly procedure at all time, to avoid favoritism and partiality and to exercise general supervision over CHAPTER affairs.

Responsibilities may include: Establish strategic priorities and organizational objectives annually, set meeting agendas and conduct smooth and efficient meetings as described in the bylaws, develop such committees as necessary to conduct CHAPTER business, meet monthly with CHA Executive Director/Principal and other appropriate faculty to stay apprised of CHA business and issues and communicate as appropriate to the Board and/or committees of CHAPTER. Act as a voting member of the Finance Committee.

2019-2020 Vice President

Purpose: To serve as parliamentarian, assist the President in fulfilling his/her duties of office and preside during the absence of the President.

Responsibilities may include: Manage CHAPTER elections process, develop and track annual CHAPTER membership drive, document policies and procedures, and educate board members on parliamentary procedures. Act as a voting member of the Finance Committee.

2019-2020 Treasurer

Purpose: Responsible for receiving all funds belonging to CHAPTER and to keep an accurate account of receipts and expenditures.

Responsibilities may include: Develop and track CHAPTER annual budget and expenditures, administer CHAPTER checking account and disbursements, file appropriate financial reports and tax returns with local, state and federal governments, and report regularly to CHAPTER board and general membership regarding CHAPTER funds. Act as a voting member of the Finance Committee.

2019-2020 Secretary

Purpose: To record and communicate all actions of CHAPTER in an effective form.

Responsibilities may include: Documentation and distribution as appropriate of the minutes in proper form including action items of all CHAPTER-related meetings, review bylaws and make changes as appropriate, publicize all CHAPTER meetings, maintain CHAPTER content on CHA website, gather weekly information for Campus Updates, and provide communications or draft communications to other volunteers for dissemination as appropriate.

2019-2020 Volunteer Coordinator

Purpose: To interface with the Board, Teachers, Classroom Representatives and Parents to optimize volunteer opportunities

Responsibilities may include: Work with President and Board to assign and coordinate school-wide volunteer committees and grade-level parent representatives, develop and manage school-wide volunteer database and distribute to appropriate committee chairmen and parent representatives, advise parent representatives on best practices for classroom volunteerism, work with CHA faculty on necessary volunteer training, promote volunteerism, track and recognize volunteer activities.

Appointed Directors

2019-2020 Parent Representatives (1 person per grade)

Purpose: Assist in working towards accomplishing CHAPTER's goals, providing parents with an equal voice, voting to support the CHAPTER mission and guiding the Homeroom Parents in their assistance with the teachers and classroom activities.

Responsibilities may include: Parent Grade representatives will work with Homeroom Parents on different school events throughout the year. Parent reps will also communicate feedback from the Homeroom reps and will present to the CHAPTER board at monthly meetings. They also will act as role models for the entire CHAPTER community. Each parent representative is responsible for chairing or co-chairing one CHAPTER event, such as the Ice Cream Social, End of Year Picnic, etc.

2019-2020 Homeroom Parent (New this year, 1 parent per homeroom class)

Purpose: Assist the teachers with coordinating various activities and events throughout the year and to be a person of reference/point of contact within the grade for parents. Working with CHAPTER Parent Grade Representatives to further build communication within the grade and keep parents informed of school-wide happenings. Encouraging parents to attend such events and to encourage volunteering within the grade. Attendance of monthly Board meetings is not necessary.

Faculty Representatives

Purpose:

To provide a strategic link between the faculty and CHAPTER board in communications regarding the needs of the staff and students.

2019-2020 Auction Chair/Co-Chair

Purpose:

To provide overall leadership and management of the annual CHAPTER/CHA Auction.