

APPENDIX A

SLOBs Board Job Descriptions

President or Co-Presidents

- Set objectives for organization and plan meeting dates for the year
- Develop agendas and preside at all Board and General meetings
- Coordinate all SLOB events, including delegating to members of the Board as appropriate
- Serve on Nominating Committee for next year's Board
- President's role should be filled by a senior

VP Philanthropy

- Assess and determine philanthropy organizations for SLOBs
- Coordinate with Co-Presidents as needed on whether SLOBs should support a given organization or safety of activities
- Recruit, train and manage liaisons for each of the philanthropies.
- Work with AVP Philanthropy to train him/her on philanthropy duties
- Work with VP Communications and VP Technology to assess needs/duties/responsibilities
- Participate in the nominating process by providing input to the Nominating Committee concerning liaisons and other members who have contributed to the organization
- Resolve issues of misappropriation of credits/hours for members, working with liaisons and AVP Philanthropy members.

Assistant VP (AVP) Philanthropy *(Note: the current AVP Philanthropy is expected to transition into the VP Philanthropy position the following year)*

- Work with the VP Philanthropy in anticipation of assuming responsibility the following year
- Establish contact with all liaisons and monitor their activities and progress
- Follow up with liaisons post event
- Assist with philanthropy and liaison issues, including agenda for general meetings
- Update and maintain calendar of philanthropy activities and opportunities on the SLOBs website
- Run hours reports for board meetings
- Manage TrackItForward platform

VP Technology

- Maintain SLOBs website via www.wix.com platform
- At the beginning of each school year:
 - Update calendar on homepage with parent and student board meeting dates and general meeting dates.
 - Update meeting dates in “About SLOBs”
 - Update picture of new student board in picture gallery on homepage
 - Update names of parent and student boards in “About SLOBs”
 - Update names of philanthropy liaisons in “Philanthropies”
 - Make sure philanthropy list is current in “Philanthropies”
 - Update membership form for current year in “Membership”
 - Update liaison application form in “Liaisons”
- Keep “SLOBs News” current on homepage including very current information such as speakers for general meetings and any important information
- Keep the “In the News” section up to date via coordination with the PR board member who should send you links to articles pertaining to SLOBs
- Keep the “SLOBs Blog” section up to date. Request that philanthropy liaisons send you write ups with pictures following their events.
- Occasionally update the picture gallery on the homepage with current events
- Train members at New Member meeting in September and at September General meeting on how to navigate the website including where to find information, how to sign up for events, use Track It Forward and how to monitor your hours.
- Respond to Board requests to post other ongoing pertinent information and updates to the website and update throughout the year when necessary (forms, letters, meeting notices, etc.)
- Work with other officers to facilitate communication and promotion of SLOBs through web technologies and on-line social platforms
- When required, set up zoom meetings via our SLOBs zoom account. If needed for general meetings, you can sign up for a webinar account (the student board and guest speakers are panelists and the rest of the membership are attendees with up to 200 allowed) on an as needed basis. Remember to cancel that feature when not required as it is charged on a monthly basis.
- Create and maintain online forms in 123FormBuilder for philanthropy and membership.

Assistant VP (AVP) Technology *(Note: the current AVP Technology is expected to transition into the VP Technology position the following year)*

- The AVP shall perform such duties and responsibilities as delineated under the VP Technology job description and on other technology needs as they arise as determined by the VP of Technology working with the President(s) and executive board members.

VP Communications

- Coordinate with Co-Presidents, VP of Public Relations, VP of Technology, and VPs of Philanthropy as needed
- Responsible for all communications to the membership
- Build the Weekly Newsletter
- Collect new information for the newsletter from board members and philanthropy liaisons in a weekly Google form and from the SLOBs event calendar
- Create a draft of the newsletter and send to co-presidents for approval; upon approval and after incorporating any changes, send/schedule newsletter to be delivered every Sunday

VP Membership

- Execute the registration of new members and renewals of current members including dues collections.
- Work with VP, Public Relations to attract new members and communicate membership deadlines
- Coordinate with Treasurer to ensure dues collected are quantified and classified as per Treasurer's needs
- Add any new members as they join and edit member records as appropriate in the Track It Forward system. Work with Philanthropy to make sure hours are up to date.
- Validate eligibility of new and returning members, and communicate non-renewal status, or coordinate with any other officer responsible for such tasks as the case may be
- Provide Board with top line summary of final membership count and changes compared with prior year
- Collect and maintain database of hour/meeting count for parent and son members through Track It Forward
- Notify members of hour/meeting shortfalls for current year
- Work with Technology to post membership link online at beginning of drive and to remove it at the end.

Assistant VP (AVP) Membership (Note: the current AVP Membership is expected to transition into the VP Membership position the following year)

- The AVP shall perform such duties and responsibilities as delineated under the VP Membership job description and on other technology needs as they arise as determined by the VP of Membership working with the President(s) and executive board members.

Treasurer

- Oversee all financial aspects of SLOBs
- Present SLOBs budget for approval:
 - To the parent board before its first meeting of the school year
 - To the general membership at the September General meeting
- Disburse SLOBs funds in accordance with requirements of SLOBs bylaws
- Keep accurate financial records
- Provide financial updates at SLOBs Board meetings

VP, Public Relations

- Publicize SLOBs and its activities, including contact with outside media
- Order SLOBs t-shirts in August for distribution at September General meeting
- Coordinate with VP Membership with respect to specific publicity geared towards New Member meeting and NCHS Club Fair
- Post collection of philanthropy photos to website and provide philanthropy photos to VP Communications for inclusion in newsletter
- Maintain current social media accounts on Facebook, Instagram, and Twitter (best for parent to do FB and occasional Twitter with son doing Instagram)
- Create content and post on all SLOBs social media outlets as appropriate (meeting reminders, photos from events provided by Public Relations and/or membership, links to signups for events that need more volunteers)
- Teach your son about strategic timing and content for a non-profit's social media posts, including tagging our philanthropies and school communities

VP, Meetings

- Schedule and coordinate all General meetings. When in person, fill out required NCHS paperwork
- Provide/coordinate appropriate snacks, supplies, or special equipment for meetings
- Research and suggest all meeting speakers/topics
- Help facilitate a philanthropic activity for meetings when appropriate

Secretary

- Record and distribute all business at Board and General meetings
- Create and submit Board and General meeting minutes for approval
- Maintain the records and correspondence of SLOBs

Parliamentarian

- Enforce the code of conduct outlined in the SLOBs Bylaws
- Present any necessary bylaw changes to the Board and make changes as voted by the Board and membership
- Update Board job descriptions when necessary
- Serve as Nominating Chair for the Nominating Committee to determine the SLOBs Board for the next year
- Organize the Nominating Committee to consist of non-Board SLOB parents, preferably representing all classes
- Solicit SLOBs members for Board nominations, preferably in the months of December and January
- Coordinate working session of the Nominating Committee to determine a slate of Board candidates
- Present the slate of Board candidates for approval by the SLOBs membership

Job Descriptions Revised, May 2021