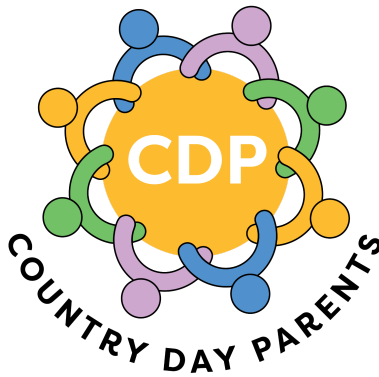




Officer Role: President

The President shall be the chief executive officer of CDP and shall, subject to the control of the CDP Board of Directors, supervise and control the affairs of CDP and the activities of the officers. The President of CDP is the liaison between CDP and the Board of Trustees of Sonoma Country Day School.

Duties and Responsibilities:

- Supervise and control the affairs of CDP and activities of the officers
- Communicate directly with all the director roles
- Attend Nominations Committee to select slate of directors annually
- Develop an annual CDP calendar in conjunction with school administration.
- Promote positive school culture, engage families and be an ambassador for school initiatives.
- Be familiar with the CDP By-Laws
- Support all directors as needed in their roles and fill needed vacancies.

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- Head of School
- Head of School Appointee
- Board of Trustees
- CDP Board

Meeting Expectations:

- Lead Executive Board meetings.
- Attend a minimum of 70% of CDP Board meetings in person and lead them.
- Attend a minimum of 50% of all other CDP driven parent meetings (Room Parent and other event meetings)

Approximate Time Commitment Expectations:

- 5-10 hours per week

Busiest Time: On Going

Officer Role: Vice President

The Vice President, in the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.

Duties and Responsibilities:

- Assist the President in managing the affairs of CDP
- Run monthly CDP Meeting if President is absent
- Manage weekly Assembly snack sign-ups
- Attend Nominations Committee to select slate of directors annually
- Be familiar with the CDP By-Laws
- Support all Directors and school initiatives as needed
- Serve as an SCDS Fund Ambassador

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP President
- Head of School Appointee
- Executive Board
- CDP Board

Meeting Expectations:

- Attend monthly CDP Board meetings, 50% either in person or via phone
- Attend Executive Board meetings
- If available attend monthly Room Parent meetings and any event planning meetings

Approximate Time Commitment Expectations:

- 4-5 hours per week

Busiest Time:

- Ongoing

Officer Role: Treasurer

The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of CDP, and deposit all such funds in the name of CDP in such banks, trust companies or other depositories as shall be selected by the CDP Board of Directors.

Duties and Responsibilities:

- Present a statement of accounts at meetings of the CDP Board of Directors and at other times when requested to do so by the Executive Board
- Working with the SCDS Business Office and SCDS Development Office, receive, and give receipt for, monies due and payable to CDP from any source whatsoever
- Working with the SCDS Business Office, review and maintain adequate and correct accounts of CDP's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses
- Work with event chairs to complete event budgets
- Be familiar with the CDP By-Laws
- See bylaws for complete listing and responsibilities of the role

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP President
- Head of School Appointee
- Executive Board
- CDP Board

Meeting Expectations:

- Attend monthly CDP Board meetings, 50% either in person or via phone
- Attend Executive Board meetings
- If available attend monthly Room Parent meetings and any event planning meetings

Approximate Time Commitment Expectations:

- 4-5 hours per week

Busiest Time: On Going

Officer Role: Secretary

The role of the Secretary is to maintain written records for the CDP Board, including formal proceedings of CDP Board meetings and Executive Board meetings. A secondary and helpful role is to help maintain the CDP website with event records, job descriptions, etc.

Duties and Responsibilities:

- Create the monthly agenda, take minutes at monthly CDP Board meetings, and circulate to the Board
- Serve on the Executive Board. Take minutes at Exec Board meetings
- Be familiar with the CDP By-Laws
- Collect event summaries from event chairs after events (de briefing)
- Assist CDP President with updating the website and job descriptions as needed.
- Serve as an SCDS Fund Ambassador

Term According to Current Bylaws:

- Each elected Director shall hold office for a term of one (1) year, and may serve a maximum of three consecutive years

Expected Relationships:

- CDP President
- Head of School Appointee
- Executive Board
- CDP Board

Meeting Expectations:

- Attend monthly CDP Board meetings, 50% either in person or via phone
- Attend Executive Board meetings
- If available attend monthly Room Parent meetings and any event planning meetings

Approximate Time Commitment Expectations:

- 2-3 hours per week

Busiest Time:

- Ongoing