

ESC Board of Directors: Brief Role Descriptions

Chair - provides leadership to the ESC Board of Directors, chairs meetings, ensures the Board complies with applicable rules and regulations, encourages participation in ESC meetings.

Vice Chair - acts in absence of the Chair, supports special events of the association, prepares to serve a future term as Chair.

Treasurer - prepares and monitors EPFA budget, maintains full and accurate accounts and records of EPFA funds, prepares and presents regular financial reports. *Typically the same person on both boards.*

Secretary - keeps accurate meeting minutes, records all motions and meeting decisions. *Typically the same person on both boards.*

Volunteer/Communications Coordinator - organizes volunteer sign-ups for fundraising or ESC/EPFA events, organizes communications to be distributed through the school, Facebook, email, or other applicable means. *Typically the same person on both boards.*

Fun Lunch Coordinator - organizes fun lunch, selects venues, frequency, and dates.

Events Coordinator - chairs the events committee, coordinates events for the year (individual events are typically run by committee members with the Coordinators support).

Yearbook Coordinator - works with the school and photography company to create the yearbook.

Community Liaison - communicates with external community groups.

EPFA Board of Directors: Brief Role Descriptions

President - provides leadership to the EPFA Board of Directors, chairs meetings, ensures the Board complies with applicable rules and regulations, encourages participation in EPFA meetings.

Vice President - acts in absence of the President, supports special events of the association, prepares to serve a future term as president.

Treasurer - prepares and monitors EPFA budget, maintains full and accurate accounts and records of EPFA funds, prepares and presents regular financial reports. *Typically the same person on both boards.*

Secretary - keeps accurate meeting minutes, records all motions and meeting decisions. *Typically the same person on both boards.*

Volunteer/Communications Coordinator - organizes volunteer sign-ups for fundraising or ESC/EPFA events, organizes communications to be distributed through the school, Facebook, email, or other applicable means.

Fundraising Coordinator - chairs the fundraising committee, coordinates fundraising for the year (individual fundraisers are typically run by committee members with the Coordinators support).

Bingo/Casino Coordinator - completes required AGLC paperwork, communicates with the bingo hall or casino advisor, helps organize and train volunteers (no experience required, the venue provides training and is used to working with volunteers).

Other

Technology Coordinator - keeps the website up to date, maintains organization emails and workspace, transitions board members tech access (not currently an elected role).