

Winchester-Clark County, KY Entrepreneurial Academy

Board of Directors

Role Descriptions

For the governance binder · Board-adopted · Updated as needed by board resolution

Board at a Glance

Role	Person	Primary focus
Board Chair	Andy Stephenson	Governance, board leadership, community face of the board
Vice Chair	Jeremy Murrell	Backup leadership, board support
Secretary	Sibbie Blevins	Records, minutes, filings, corporate history
Treasurer	Christy Bush	Finances, budget oversight, bank signatory
Senior Advisor	Judge Tyler Frazier	Legal compliance, governance review, risk protection
Director of Development	Shannon Cox	Fundraising, grants, fiscal sponsorship, community partnerships
Director of Youth & Community Impact	James Bowman	Student recruitment, community outreach, youth engagement
Executive Director / Program Director	John Chaney	Day-to-day operations, programs, staff — non-voting staff position

Voting note: John Chaney is the Executive Director and Program Director. He is not a board member and does not vote. Board Chair Andy Stephenson votes only to break a tie. All other board members vote on every matter.

Detailed Role Descriptions

Board Chair

Andy Stephenson

- Presides at all board meetings and ensures meetings run efficiently and on agenda
- Signs contracts and legal documents on behalf of the WCEA when authorized by the board
- Serves as the primary liaison between the board and the Executive Director
- Ensures the board operates effectively and fulfills its fiduciary duties
- Serves as the public face of the board — the most visible board role in the community
- Leads the annual evaluation of the Executive Director
- Calls special meetings when needed
- Does not vote on any matter except to cast a deciding vote when the other directors are tied

Vice Chair

Jeremy Murrell

- Performs all duties of the Board Chair in the Chair's absence or incapacity
- Supports the Chair in board operations and governance
- First in line to assume full board leadership if the Chair cannot fulfill responsibilities
- Performs such other duties as assigned by the Chair or the board
- Participates fully in all board votes on every matter before the board
- Assists with board recruitment and committee work as assigned

Secretary

Kim Mathias

- Ensures accurate minutes of all board meetings are recorded and maintained
- Gives required notice of all meetings to all directors in the timeframe required by the bylaws
- Maintains all corporate records including the official copy of the bylaws and all board resolutions
- Prepares and maintains the bank authorization letter for financial institutions
- Maintains the corporate records binder — the legal history of the organization
- Ensures required state filings are made on time including annual reports
- May delegate minute-taking to a staff member but retains full responsibility for accuracy

Treasurer

Christy Bush

- Oversees the financial affairs of the WCEA and ensures financial integrity
- Ensures accurate financial records are maintained at all times
- Presents financial reports to the full board at every regular meeting
- Chairs the Finance Committee
- Ensures the annual audit or financial review is completed
- Works closely with the Executive Director on financial management and budget oversight
- Holds signatory authority over WCEA accounts as authorized by the board
- Reviews and approves the annual operating budget before board adoption
- Oversees grant financial reporting requirements

Senior Advisor

Judge Tyler Frazier

- Reviews and advises on foundational governance documents, bylaws, and board policies
- Advises on governance questions and legal compliance as they arise
- Identifies and advises on any legal exposure or risk the organization faces
- Provides guidance on compliance with Kentucky nonprofit law
- Reviews contracts and agreements before the board authorizes execution
- Advises on any legal matters that arise in program operations or student safety
- Attends board meetings as legal advisor to the board
- Protects the organization from legal risk through proactive guidance

Note: This is a functional board title. General Counsel provides legal guidance to the board. This role does not constitute an attorney-client relationship in the traditional sense and the WCEA may engage outside legal counsel for specific matters as needed.

Director of Development

Shannon Cox

- Leads the WCEA's fundraising strategy and external partnership efforts
- Manages the Founding 100 campaign and tracks member commitments
- Coordinates the GoFundMe campaign and donor recognition and communications
- Identifies and cultivates relationships with potential corporate sponsors and business donors
- Researches and prepares grant applications in coordination with the Program Director
- Manages the fiscal sponsorship relationship between the WCEA and Shannon's organization
- Builds and maintains relationships with community partners including the Chamber of Commerce, Greater Clark Foundation, and other Clark County organizations
- Coordinates the Resource Development and Funding Committee
- Reports fundraising progress and pipeline to the full board at every meeting
- Coordinates with the Board Chair, Treasurer, and Executive Director on organizational strategy and financial performance

Director of Youth & Community Impact

James Bowman

- Leads the WCEA's student recruitment, community outreach, and youth engagement strategy
- Serves as the board's primary voice on issues affecting Clark County youth and families
- Builds and maintains relationships with Clark County Schools, youth-serving organizations, faith communities, and civic groups
- Supports coach and mentor recruitment from the Clark County community
- Advises on program design and student experience to ensure the WCEA remains relevant and accessible to all Clark County teenagers regardless of background or income
- Coordinates the Alumni and Ecosystem Committee
- Represents the WCEA at community events and in conversations with families and students
- Reports on community engagement, student recruitment pipeline, and youth outreach to the full board at every meeting

Executive Director / Program Director

John Chaney — Non-voting staff position

- Responsible for the day-to-day management of all WCEA operations, programs, and staff
- Designs, delivers, and continuously improves the Launch Lab and Academy curricula
- Recruits, vets, trains, and supports all coaches and mentors
- Manages student enrollment, cohort scheduling, and all student-facing communications
- Plans and executes all program events including Soft Launch Events and Pitch Night
- Oversees all marketing and communications including social media, GoFundMe, and speaking appearances
- Coordinates with the Board Chair, Treasurer, and Director of Development on organizational strategy and financial performance
- Maintains all organizational records per the WCEA Records Retention Policy
- Ensures all adults working with students have completed required background checks, mandatory reporter training, and signed all required agreements
- Prepares board meeting materials, reports, and recommendations
- Serves at the pleasure of the board and is evaluated annually by the Board Chair
- Is not a director of the corporation and does not vote on board matters

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Amendments to role descriptions require board resolution.