

Friends of Weaver

Position Description – President

Position Description:

Subject to powers provided by the Board, serve as the general manager and chief executive officer of the corporation. Subject to the control of the Board, provide general supervision, direction and control of the business and officers of the corporation. Preside at all meetings of the Board. (*Source: FOW Bylaws*)

Key Responsibilities:

1. Work with the Principal to set the vision and financial goals for the organization
2. Work with the Board to prepare an annual budget
3. Lead strategic planning
4. In conjunction with the Principal and PTA, determine the schedule of annual meetings
5. Set the agenda and preside over Board meetings
6. Ensure appropriate insurance placements
7. Represent FOW at District and Weaver meetings and functions
8. Oversee the activities of the organization

Critical time periods:

Consistent throughout the year

Time Commitment:

Approximately 20-40 hours/month

Other positions supervised/coordinated:

Board members:

1. Vice President
2. Treasurer
3. Financial Secretary
4. Secretary
5. Foundation Director

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Position Description – Vice President

Position Description:

In the absence or disability of the President, the Vice Presidents, if any be appointed, in order of their rank as fixed by the Board or, if not ranked, the Vice President designated by the Board, 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 upon, the President. The Vice Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them by the Board. *(Source: FOW Bylaws)*

Key Responsibilities:

1. Attend all Board meetings
2. Coordinate FOW fundraising activities
3. Identify and coordinate fundraising chairpersons and volunteers
4. Run the meetings in the President's absence
5. Oversee Weaver Goes Hollywood

Critical time periods:

August (MIND, Scrip)

October/November (MIND, Cookie Dough, & Weaver Goes Hollywood preparation)

January – April (Weaver Goes Hollywood preparation and follow-up)

Time Commitment:

August – December: Approximately 5-10 hours/month

January – April: Approximately 20 – 100 hours/month

Other positions supervised/volunteers coordinated:

Chairpersons:

1. Weaver Goes Hollywood Chair(s) and volunteers
2. Scrip and eScrip Chair
3. MIND donations Chair
4. Cookie Dough Chair and volunteers
5. Family Fun Night Chair

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Position Description – Treasurer

Position Description:

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation. The books of account shall at all times be open to inspection by any director. The Treasurer shall deposit all moneys and other valuables in the name and to the credit of the corporation with such depositaries as may be designated by the Board. The Treasurer shall disburse the funds of the corporation as may be ordered by the Board, shall render to the President and the directors, whenever they request it, an account of all transactions as Treasurer and of the financial condition of the corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board. *(Source: FOW Bylaws)*

Key Responsibilities:

1. Attend all Board meetings
2. Manage, in conjunction with the Board, FOW's finances
3. Prepare monthly financial statements and work with the President to present to the Board
4. In conjunction with the President, prepare and present the annual budget
5. In conjunction with the Board, select an accountant to prepare federal and state tax returns
6. Prepare appropriate financial records for the accountant
7. Review the annual audits
8. Reconcile the financials

Critical time periods:

August-September (MIND)
October (Cookie Dough)
December (tax return preparation)
January – April (Weaver Goes Hollywood)

Time Commitment:

[Enter time commitment]

Other positions supervised/volunteers coordinated:

Work with FOW's contract Accountant
Coordinate activities with FOW's President and Financial Secretary

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Position Description – Financial Secretary

Position Description:

The Financial Secretary shall make bank deposits, track them electronically on a spreadsheet, and support the monthly Treasurers' report. The Financial Secretary also plays a lead role in fundraising.

Key Responsibilities:

1. Attend all Board meetings
2. Prepare and make deposits
3. Track deposits on an electronic spreadsheet such as Excel
4. Have access to, and remove deposits from, the safe on the school grounds
5. Play a lead role in the financial activities for fundraising such as cookie dough and Weaver Goes Hollywood.

Critical time periods:

August-September (MIND)

October (Cookie Dough)

January – April (Weaver Goes Hollywood)

Time Commitment:

30 minutes/week regularly; up to 2 hours/week during busy periods

2 hours/month meeting attendance

Other positions supervised/volunteers coordinated:

Coordinate activities with FOW's Treasurer

Support FOW activities

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Position Description – Secretary

Position Description:

The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Board and committee meetings, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of California the original or a copy of the corporation's Articles and Bylaws, as amended to date. The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by law or by these Bylaws to be given, shall keep the seal of the corporation in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board. *(Source: FOW Bylaws)*

Key Responsibilities:

1. Attend all Board meetings
2. Coordinate the preparation of agendas with President
3. Prepare notices regarding upcoming FOW meetings for the Whale Tale
4. Prepare and present accurate minutes of each Board meeting
5. Prepare FOW Whale Tales newsletter for the President and Principal's review in December
6. Under direction of the President, prepare an Annual Report in May
7. Coordinate printing of Whale Tales / Annual report, and distribution to all Weaver families
8. Perform noticing to the California Secretary of State, including Bylaws revisions
9. Maintain the Articles of Incorporation, Bylaws, and official records of the organization
10. Coordinate website updates

Critical time periods:

Consistent throughout the year

December and May (Whale Tales newsletter / Annual Report)

Time Commitment:

5-10 hours/month

Other positions supervised/volunteers coordinated:

Coordinate agenda preparation with FOW's President

Review Foundation grants and applications

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Position Description – Foundation Director

Position Description:

Develop avenues and complete applications for financial assistance for FOW including grants and foundations. Raise parental awareness of methods in which to support Weaver/FOW such as employee matching, scrip, and E-scrip.

Key Responsibilities:

1. Attend all Board meetings
2. Identify and apply for grants and other funding opportunities
3. Promote employee matching and employer-sponsored donation programs

Critical time periods:

Consistent throughout the year

Time Commitment:

1-2 hours/week

Other positions supervised/volunteers coordinated:

Identify, research, and develop at least 3-5 avenues of financial assistance per month

Write grant and foundation applications

Prepare materials for the President, Principal, and Secretary's review

Monthly report the applications completed and status results to the Board

Submit applications to the Secretary for review

Coordinate scrip travel program



WEAVER

Friends of Weaver

Position Description – MIND Chairperson

Position Description:

[Enter description]

Key Responsibilities:

1. Prepare the MIND donation letters and donation forms for the President's and Principal's review
2. Duplicate the MIND donation letters and distribute to every Weaver family
 - a. First day packets (August)
 - b. Take home folders (late November)
3. Provide updates for the FOW website regarding the MIND donation program
4. Receive donations and prepare deposit slips for the Financial Secretary's review
5. Write reminder notices to parents that are making manual donations
6. Prepare and distribute tax donation letters

Critical time periods:

August-September (First round of donations)

December-January (Second round of donations)

Time Commitment:

2-5 hours/month

Other positions supervised/volunteers coordinated:

Coordinate activities with FOW's Vice President

Coordinate deposits and donation letters with FOW's Financial Secretary and Treasurer

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Position Description – Scrip and eScrip Chairperson

Position Description:

Coordinate scrip and eScrip programs and promotion.

Key Responsibilities:

1. Prepare handouts and scrip order forms to promote the program
 - a. At least three times annually, copy order forms and information to send home in all take-home folders
2. Place order with scrip card supply companies
3. Sell scrip cards at Weaver events and flag ceremonies
4. Provide updates for the FOW website regarding the scrip program
5. Write and submit scrip announcements for Whale Mail
6. Receive scrip order forms and prepare deposit slips for the Financial Secretary's review
7. Prepare monthly scrip order forms
8. Work with the PTA room parent coordinator to promote the program to room parents

Critical time periods:

August (Send home order forms - first round of orders)

November (Send home order forms - second round of orders)

May (Send home order forms - second round of orders)

Time Commitment:

2-5 hours/month

Other positions supervised/volunteers coordinated:

Coordinate activities with FOW's Vice President

Coordinate deposits and donation letters with FOW's Financial Secretary and Treasurer

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Position Description – Cookie Dough Chairperson

Position Description:

Coordinate the annual cookie dough fundraiser.

Key Responsibilities:

1. Work with the President and Principal to determine fall fundraising dates
2. Coordinate dates, brochures, and order forms with the cookie dough vendor
3. Prepare information about the event:
 - a. Submit text for the FOW website
 - b. Cover letter to be included with the brochures and order forms
 - i. Requires President's and Principal's review
 - c. Fundraising announcements: write & submit to Whale Mail (run at least 3)
 - d. Cookie dough pick-up announcement: write and submit to Whale Mail (run at least 2 weeks)
 - e. All-call scrip for the Principal
 - f. Signs announcing Cookie Dough is available for pick-up
4. Distribute the cover letter, brochures, and order forms to every Weaver family
5. Receive, review, and process order forms
 - a. Orders must be processed onsite at the school
 - b. Follow-up when order forms do not match check/cash amounts
 - c. Prepare deposit slips for the Financial Secretary's review
6. Coordinate the following with Principal:
 - a. School "All Call;" assistance unloading the pallets from the Ambassadors
7. Identify and coordinate a minimum of four volunteers to facilitate cookie dough pick-up (break into two shifts: noon-3 pm; 3-6 pm)
 - a. Receive and confirm cookie dough orders upon delivery to school
 - b. Alphabetize orders in preparation for pick-up
8. Document orders and deposits
 - a. Use Excel spreadsheet to document first & last name, grade, teacher, and amount of each order; record deposit information

Critical time periods:

August (coordinate dates; make arrangements with the vendor)

September (prepare written material)

October (process order forms & prepare deposits during two-week order period)

November (supervise volunteers at cookie dough pick-up from noon – 6 pm)

Total Time Commitment:

25 – 40 hours

Other positions supervised/volunteers coordinated:

Coordinate activities with FOW's Vice President

Coordinate deposits and donation letters with FOW's Financial Secretary and Treasurer

Coordinate a minimum of four volunteers

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Position Description – Family Fun Night Chairperson

Position Description:

Coordinate fundraising nights with local restaurants. Promote the nights to Weaver community to ensure events are well-attended and profitable.

Key Responsibilities:

1. Schedule a minimum of eight (8) family fun nights
2. Identify and coordinate with local restaurants to schedule family fun nights
3. Provide family fun night updates for the FOW website
4. Write and submit fundraiser announcements to Whale Mail
5. Coordinate preparation of flyers with participating restaurants
6. Coordinate flyer printing
7. Make and hang event posters
8. Distribute flyers to every Weaver family
9. Pick-up checks from restaurant upon completion of the fundraiser
10. Prepare deposit slips for the Financial Secretary's review
11. Write thank you notes to restaurants

Critical time periods:

Consistent throughout the school year

Total Time Commitment:

10 – 15 hours/annually

Other positions supervised/volunteers coordinated:

Coordinate deposit slips with FOW's Financial Secretary

Friends of Weaver

Position Description – Weaver Goes Hollywood Chairperson

Position Description:

Coordinate FOWs largest annual fundraising event.

Key Responsibilities:

1. Work with the FOW Board and Principal to determine event date
2. Identify event facility and review contracts
3. Provide updates for the FOW website
4. Write and submit announcements to Whale Mail
5. Distribute invitations and other print materials to every Weaver family
6. Receive, review, and process registration forms
7. Prepare deposit slips for the Financial Secretary's review
8. Identify and coordinate volunteers in the following areas:
 - a. Print materials
 - b. Donation solicitation
 - i. Live auction
 - ii. Silent auction
 - iii. Online auction
 - iv. Dessert auction
 - c. Registration and table assignments
 - d. Event Finance
 - e. Decorations and menu
 - f. Event set-up
 - g. Event clean-up

Critical time periods:

October (update forms and present to the for Board and principal for review)

November (duplicate and distribute donation order forms)

January – March (all event logistics)

April (event follow-up)

Time Commitment:

January – April: 40 – 80 hours/month

April – October: 2 hours/month

October – December: 5-10 hours/month

Other positions supervised/volunteers coordinated:

Coordinate activities with FOW Board

Coordinate a minimum of 20 volunteers