

The duties of the Executive Board positions are as follows:

President:

Average Time commitment:

1. Week of an Event: 20+ hours per week
2. Non-Event Week: 10-15 hours per week

Responsibilities & Expectations:

1. Presides at the General Meetings and Executive Board meetings.
2. Appoints all committee chairpeople and ensures committee chair-people are in contact with the appropriate vice president for event planning/coordination.
3. Coordinates the activities of the Executive Board and committees in order that the objectives may be promoted.
4. Is a member ex-officio of all committees.
5. Establishes a calendar of events for the following year and submits facilities requests by the end of May. The dates will be discussed at the summer meeting with the Executive Board and updates may be made as the school year progresses. Coordinates all reservations with the school administration for the use of the school for Home and School meetings and functions.
6. Creates all GHSA related communications via electronic \ tools (Gazette, email blasts, Facebook) to current Gayman parents and/or guardians and current staff.
7. Meets with the Principal prior to Executive Board meetings and General meetings.
8. Establishes a monthly Executive Board meeting (September through June) and the Executive Board must meet prior to each General Meeting.
9. Coordinates with the Executive Board and plans one (1) Executive Board Meeting in the summer prior to the new school year beginning (typically in July).
10. Reviews, approves all payments, reimbursements and is available to co-sign all checks.
11. Uses the debit card for GHSA purchases or payments if needed.
12. Works with the Vice President of Finance to assign revenue and expenditures appropriately in the financials and reviews the current Profit & Loss statement prior to each monthly Executive Board meeting and each General Meeting.
13. Is available to help at GHSA events.
14. Manages the GHSA email address and responds within 48 hours.
15. Fields parent and teacher questions and concerns when related to GHSA.
16. Is responsible for the accuracy of the tax returns along with the Vice President of Finance. The President must sign them.
17. Has the best interest of our entire school community in mind while planning an event, subsidizing payments for educational experiences or any other item that is brought to the GHSA.

Vice President of Community:

Average Time commitment:

1. Week of an Event: 10+ hours per week
2. Non-Event Week: 5-10 hours per week

Responsibilities & Expectations:

1. Acts as an aide to the President.
2. Performs the duties of the President in the absence of that officer.
3. Is a member ex-officio of all committees.
4. May preside over one or more of the General Meetings.
5. Coordinates the sale of Gayman Elementary spirit wear.
6. Oversees and coordinates Homeroom Parents.
7. Uses the debit card for GHSA purchases or payments if needed.
8. Co-signs checks when needed.
9. Assists with managing the GHSA email address.
10. Is available to help at GHSA events.
11. Manages the coordination of all GHSA family events and other non-fundraising community events.

Vice President of School Enrichment:

Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 3-5 hours per week

Responsibilities & Expectations:

1. Acts as an aide to the President and Vice President of Community.
2. Acts as a liaison to GHSA committees when requested.
3. Is a member ex-officio of all committees.
4. Coordinates with all Specials staff (i.e., Library, P.E., Quest, Art) to assist and serve as a point of contact with GHSA.
5. Attends monthly Executive Board meetings as well as General meetings.
6. Assists Vice President of Community in Homeroom Parent selection.
7. Is available to help at GHSA events.
8. Manages the coordination of all GHSA non-fundraising in-school events. (i.e. Author visits, teacher luncheons, etc.)

Vice President of Communications:

Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 5 hours per week

Responsibilities & Expectations:

1. Prepares minutes of all General meetings and Executive Board meetings.
2. Works in conjunction with the Principal's Secretary to update the Student Directory.
3. Responsible for the design and distribution of all GHSA events fliers. (i.e., community events, volunteer opportunities, etc.)
4. Is a member ex-officio of all committees.
5. Is available to help at GHSA events.

Vice President of Finance:

Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 3-4 hours per week

Responsibilities & Expectations:

1. Manages all funds and presents a financial report at each meeting.
2. Receives all bills, pays, and gets required second signature on checks.
3. Presents the proposed Allocations at the first General meeting for approval.
4. Facilitates the closing of the Association's books and works with the accountant to prepare and file the Association's tax filings.
5. Is a member ex-officio of all committees.
6. Works with GHSA Committees to advise, assist and monitor their budget.
7. Is available to help at GHSA events.

Vice President of Fundraising:

Average Time commitment:

1. Week of an Event: 5+ hours per week
2. Non-Event Week: 1-2 hours per week

Responsibilities & Expectations:

1. Assists the Vice President of Finance in fulfilling the financial duties.
2. Collects funds from committee chairs during fundraising activities and deposits directly to the GHSA account at the bank.
3. Provides the Vice President of Finance with a deposit breakdown of committees.
4. Is a member ex-officio of all committees.
5. Is available to help at GHSA events.
6. Responsible for managing the coordination of all GHSA fundraising events.

Additional Executive Board Member Duties:

1. The President of the Executive Board will serve as Administrator on The Gayman Elementary and Gayman Home & School Facebook Page to work in conjunction with the GHSA Vice President of Communication and the School Office Staff.
 - a. At no point will the GHSA President, VP of Communication or any other member of the Executive Board address a specific school related issue. The Office Staff will be responsible for admitting parents and/or guardians to the page, approving school related posts that are requested by parents and/or guardians.
2. Officer responsibilities and hours spent in each role may be assigned or fluctuate based on events and needs.
3. A minimum of two (2) Executive Board members will be available at every GHSA event.
4. Executive Board members will be assigned to committee(s) to assist with budget planning, expectations of roles & responsibilities, budget reconciliation and other assistance as needed. The Executive Board member may or may not be the Board member responsible for the coordination of that committee/event as described in the roles above.
5. Executive Board members are required to attend the summer board meeting. This is typically held in July to prepare for the upcoming school year. At this planning meeting, Home and School event dates and meeting (Executive and General Board meeting) dates are reviewed for the upcoming school year and discussions will be held regarding all Home and School goals and objectives.