



Powell Padres Positions and Responsibilities

President. The president shall preside over all meetings of the organization to include general Powell Parents meetings and Executive Board meetings. The president directs the board in the different fundraisers, assigns project managers as needed, answers daily emails request from members and board, ensures bylaws are followed, and formulate time tables. The president shall be the chair of the Executive Committee, serve as the primary contact for the Principal and faculty, represent the organization at meetings outside the organization, coordinate the work of all officers and committees so that the purpose of the organization is served, and serve on the Local School Advisory Team (LSAT).

Vice President. Assist the President and carry out the President's duties in his or her absence.

Secretary. Keeps all records of the organization, including taking and recording minutes, working with the president to prepare meeting agendas, handling correspondence, and sending meeting notices as required. Also keeps a copy of the organization's minutes, bylaws, rules, membership list, and other necessary information, and brings them to all meetings.

Treasurer. Receives all funds for the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approved budget. He or she will present a financial statement at every executive committee and general Powell Padres meeting and will make a final report at the end of the school year. He or she will also ensure that all required federal and District filings (i.e., Form 990) are filed in a timely manner each year. He or she shall maintain an on-line ledger and balance sheet to provide all Powell Padres members with access to an up-to-date and transparent view of Powell Padres finances.

Director of Volunteers: Responsible for scheduling and coordinating volunteers for all fundraising activity by Powell Padres. This includes management of online sign-up forms as well as in-person sign-up sheets. Maintains a list of regular volunteers and contact information.

At-Large Directors. Help with the representation of parents/students/teachers in all grades. One for PK-1 and one for 2-5.

Director of Communications: Responsible for managing and directing the organization's internal and external communications. Responsibilities include, but are not limited to, the creation of monthly electronic and print newsletters as well as maintenance of our online properties: www.powellpadres.org, https://twitter.com/POPPs_PowellES, and <https://www.facebook.com/PowellPadres/>.