



2023-2024 Board of Directors

Positions and Descriptions

According to Clairemont High School Foundation (CHSF) ByLaws, CHSF Board of Directors consists of 5-9 voting Officers/Directors plus the Clairemont High School (CHS) Principal/AP, and a staff liaison. A quorum is 5 voting members.

Board Members and all additional members commit to attending the monthly meetings, providing support for Foundation efforts, attending CHSF events, providing monthly reports to the full Board and communicating regularly with the appropriate Director(s) and/or Exec Board.

All contributions, collaborations and new ideas are welcome and appreciated!! Meetings are open to everyone, guests are always welcome.

Board Members: 5-9 voting positions

Executive Officers:

1. President
2. Vice President
3. Secretary
4. Treasurer

Directors:

5. Director of Communications & Marketing
6. Director of Activities
7. Director of Fundraising
8. Director of Hospitality
9. Director of Website & Tech

CHS Principal:

- + CHS Principal or Designee by Principal
ByLaws Article 5.1- The Principal of the school or designated representative, although not an elected officer, serves in an advisory capacity with full voting privileges.

Additional Members: Non-Voting Members

- CHS Staff Liaison
- At Large Member(s)
- Legacy Member(s)
- Chairperson(s)

Executive Officer Descriptions

- *President* - (GM and CEO, general supervision, direction and control over..., preside at meetings, ex-officio member of committees - See Bylaws article 7.1 for full description) Overall vision and mission, master calendar, meeting agendas, point of contact for CHS administration and Community groups (i.e. Clairemont Town Council), bank signer as needed
- *Vice President* - (Acting President in absence of President - See Bylaws article 7.2 for full description) Acting Auditor, Parliamentarian, bank signer as needed.
- *Secretary* - (record official minutes, keeper of Bylaws - See Bylaws article 7.3 for full description) Meeting minutes, post approved minutes, Grants and Sponsorship Requests, Foundation gmail account, Foundation mailbox in CHS office- check regularly and on meeting days, bank signer as needed, business forms and information sheets.
- *Treasurer* - (CFO, keep and maintain correct accounts of properties and transactions, deposits, state and federal Tax statements, statement of Information with Sec of State each June - See Bylaws 7.4 for full description) Budget. Prepares, distributes and presents monthly Financial report, payment authorizations, check writing and distribution. Communicate monthly or seasonal balances to account holders. Bank signer.

Directors Position Descriptions

Manage the jobs/projects/events/efforts listed and oversee the chairpersons and committees working on the jobs/projects/events/efforts etc listed. Manage budgets and spending. Support and collaborate on all CHSF efforts. Use proper procedures and forms for CHSF business. Attend meetings and provide updates to the Board. These lists are suggested guidelines based on CHSF activities and efforts.

- *Director of Communications & Marketing*
 - Promotional Fliers, Posters, Signs, emails
 - Bulletin Board in CHS office
 - Team/Club Liaison
 - Social Media
 - CHS SWAG email updates-
 - Foundation Gear (pompoms, cheer cards, garments, stickers, magnets etc)
- *Director of Activities*
 - Registration Week (August)
 - Football Table/ SWAG Sales
 - Family Day at the Park
 - Halloween Decorating contest (Oct)
 - Homecoming- alumni table
 - Adult Mixers- Fall and Winter
 - Winter Wonderland
 - Volunteer Appreciation
 - Grad Nite Committee
 - Senior Scholarships
 - College Bound Tour
 - Senior Yard Signs
 - Bank signer as needed

- *Director of Fundraising*
 - Restaurant- Dining for Dollars
 - Krispy Kreme fundraiser
 - Spring Fling
 - Silent Auction(s)
 - Rummage Sale
 - Chieftain Pledge
 - Grant Writing
 - Affiliates (i.e. Rite Aid, Ace Hardware, etc.)
- *Director of Hospitality*
 - Staff Appreciation-
 - Spring Fling food
 - Food selection/ordering for mixers and other CHSF sponsored events
 - Student related food service (i.e. pizza parties, donuts etc)
 - Meal Prep
- *Director of Website & Tech*
 - Website updates & maintenance
 - Technology (website, URL, passwords, apps, email etc)
 - Google Drive organization
 - Donation pages, creation and updates as donations come in
 - PayPal buttons
 - QR Codes

Additional Descriptions and Information:

- ***At Large Member(s):*** Commit to attend monthly Foundation meetings and will support and attend Foundation events when possible. Able to serve as chair/co-chair for a specific event/support. Communicate regularly with the appropriate Director/Exec.
- ***Legacy:*** Attend Foundation meetings, events and support efforts. Includes but not limited to Past Presidents, former Board members and Alumni.
- **Scholarships Chair:** Board member that does not have a Senior. Will chair a selection committee of 3-5 board members, also without a Senior. (see Chair manual/documents)
- **Grad Nite Committee Chair(s):** This position(s) reports to the Director of Activities - at least one committee chair must attend monthly meetings. (see Chair manual/documents)
- **Grants & Sponsorships:** Receive request, review for completeness/signatures, present to Board for approval, follow up with requestor, track report status to Board until Payment Authorization form/receipts are submitted, payment is made and results are collected and published as appropriate.
- Once elected, Board Members should read, understand and be familiar with all forms, procedures, the website, google drive, email address, social media outlets, and ByLaws.
- Members are advised to use ClairemonthSF@gmail.com or other Foundation email accounts (i.e Scholarships) to conduct business and refer outside contacts to those email addresses to keep information centralized.
- Website address is: CHSFoundation.Info