

## **Pendleton Home School Association Board Member Responsibilities**

Regular board meetings will be held as specified in the bylaws. All board members are expected to attend. Each board member has one vote with the president voting in a tie situation. The board as a whole has responsibility for governance of PHSA as delegated by election by PHSA members. Each board member has authority to make decisions within their area of responsibility. Decisions made singularly by a board member can be reviewed and overturned if necessary by a board decision. All group members are welcome and encouraged to attend board meetings, give input, and assist with the decision making. Any group member may approach any board member with a topic for the agenda for the next board meeting.

### **Responsibilities of the board members are as follows:**

**President:** Oversees functioning of the group, schedules board meetings and leads the meetings when present. Any member can run for president as long as they have been a member for two years or after one year if they were a board member for that year.

**Vice-President:** Oversees the various shares (Science, Biography, Geography, Poetry, etc.), dance and contests. The vice-president leads the board meeting in the absence of the president.

**Secretary:** Responsible for taking minutes at the board meetings. If unable to attend the meeting, the secretary needs to arrange for someone to take minutes. Minutes should be sent to the Communications Coordinator within two weeks.

**Treasurer:** Responsible for maintaining the bank account records, reimbursing members for authorized expenses, providing a quarterly update at board meetings, receiving membership forms and maintaining a roster of current members. The treasurer is also responsible for checking the Post Office box and taking care of the mail.

**Social Media Coordinator:** Responsible for updating and maintaining all social media platforms for the group. The Social Media Coordinator makes sure the annual membership directory is out by October 1<sup>st</sup>.

**Activities Coordinator:** Oversees field trips and parent-only activities. Responsible for notifying Communications Coordinator and Social Media Coordinator with upcoming events. Assists event organizers as needed.

**Communications Coordinator:** Responsible for overseeing the PHSA email system, forwarding information to members in a timely manner, creating and distributing weekly highlights and reminder emails, and connecting prospective members with the designated PHSA representative. Responsible for updating group calendar. Minutes are forwarded to the board for approval and then to the group.

**Sports Coordinator:** Responsible for coordinating coaching staff for the various sports, management of PHSA owned sporting equipment, scheduling use of facilities, reviewing bills for monthly gym use and communicating with the membership, Communications Coordinator and the Social Media Coordinator regarding scheduling of sports. The Sports Coordinator is not required to be at every sports day.

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