

## PHSA 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

### **President:**

Oversees functioning of the group, schedules board meetings and leads the meetings. The President is responsible for the oversight of the non-profit administration. *(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.), dances, and contests. The Vice-President leads the board meeting in the absence of the president and is responsible for coordinating and/or maintaining the member directory.

### **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 filing the yearly Tax Form 990 by Dec 15th for the previous fiscal year.

### **Secretary:**

Responsible for taking minutes at the board meetings. If unable to attend the meeting, the Secretary must arrange for someone to take minutes. *(Minutes should be sent to the Board members within two weeks to be approved and then to the Communications Coordinator to be forwarded to PHSA members.)*

### **Activities Coordinator:**

Oversees and coordinates the parents to arranging of field trips and parent-only activities. Assists parents in event organization as needed to ensure activities run smoothly. Responsible for keeping Communications Coordinator informed about upcoming events so they can share details with families and updates group calendar with event information.

### **Communication 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. *(Minutes are forwarded to PHSA members once approved by the Board.)*

**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.

### **Social Media Coordinator:**

Responsible for updating and maintaining all social media platforms for the group. Will maintain and update the website. *(This responsibility can be shared with the Secretary, who has access, or other designated board member.)*