

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

- 40 C r r q k p v u c n n e q o o k v v g g e j c k t r k q r / r r g q p n g p u y k p u e q p y k v j v j g c r r t q r t k c v g x k e g r t g u k v f k g p p v 0 h q t g x g p v r n c p p
- 50 E q q t f k p c v g u v j g c e v k x k v k g u q h y g j g K p z g a w g k x v g j D q c v t j f g q d l g e v k x g u o c { d g r t q o q v g f 0
- 60 K u c o g o d g t g z / q h h k e k q q h c n n e q o o k v v g g u 0
- 70 G u v c d n k u j g u c e c n g p f c t q h g x g p d o h v q u t h v c j g k h n q k n v n k q g y u k t p g i d { v j g g p f q h O c { 0 V j g f c v g u y k n n d g g g f v k k u p e i w y u k u v g j f v c j v g v j g G z g e w v k x g D q c t f c p f w r f c v g u o c { d g o c f g c u v j g u e j q q r t q i t g u u g u 0 E q q t f k p c v g u c n n t g k g v x c v k q p u h q k w j j g j w g v j g u e j q q n h q t J q o g c p f U e j q q n o g g v k p i u c p f h w p e v k q
- 80 E t g c v g u c n n I J U C t g n c v g f e q o o w p k \* d a v l g a p u g x l g o g k g a l v H c e g d q q m + v q e w t t g p v I c { o c p r c t g p w u c p h h Q t i w c t f k c
- 90 O g g v u y k v j v j g R t k p e k r c n r t k q p t f v I q g Q z g t a e w n v o k g x g g v D k q c i t u f 0 o : 0 G u v c d n k u j g u c o q p v j n { G z g e w v k x g D q c t f o w u v o g g v r t k q t v q g c e j I g p g t c n O g g ; 0 E q q t f k p c v g u y k v j v j g G z g e w v k x g D x q g D q a t p f f O r g n g c p k u p q i p k g v j g u w o o g t r t k q t v q v j g p g y u e j q q L n w h g a 0 d g i k p p k p i \* v
- 320 T g x k g y u . c r r t q x g u c n n r c { o g p v d n g g k a e d w t u k g i q g c p n v n u c e j g e m u 0
- 330 W u g u v j g f g d k v e c t f h q t I J U C r w f t 0 e j c u g u q t r c { o g p v u
- 340 Y q t m u y k v j v j g X k e g R t g u k f g p v p h H k p g p e l g w w q t c g u u k i p c r r t q r t k c v g n { k p v j g h k p c p e k c ( n N a p u f u g a k g g y p v j g t e k w q t v q g c e j o q p v j n { G z g e w v k x g D q c t f o g i g 0 k p i c p f g c e j I g
- 350 K u c x c k n c d n g v q j g n r c v I J U C g x g p v u 0
- 360 O c p c i g u v j g I J U C g o c k n c f f t g u u 0 p f t g u r q p f u y k v j k
- 370 H k g n f u r c t g p v c p f v g c e j g t s w g g u f v k q p u U e Q f e q p e g t p u
- 380 K u t g u r q p u k d n g h q t v j g c e e w t j c e j g k k v e j g R v t c g u t k g f v g w p t v p q H k p c p e g 0 V j g R t g u k f g p v o w u v u k i p v j g o 0
- 390 J c u v j g d g u v k p v g t g u v q h q w t g p y j k n g g u a j c p p k p a a p w p k g x g p v . u w d u k f k | k p i r c { o g p v u h q t g f w e c v k q p c n g z r g t

## **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.

