



FRIENDS  
OF MIP

## EXECUTIVE BOARD 2019/20 ELECTIONS

Are you interested in getting more involved with Friends of MIP? A great way is to serve as an Executive Board member! In the next few weeks, we will be going through the election process for the 2019/20 school year and strongly urge all parents to consider taking on one of the 9 elected positions.

Key dates to remember:

- Letters of interest due by **Monday, March 31st.**
- Paper ballots will go home with your child
- Each child will get a ballot so if you have 2 kids in the program, you will get 2 votes.

The Board meets once a month and the term is for one year (two consecutive term limit per position). Weekly volunteer hours range from 2-5 hours per week. You can not run if you will be holding a board position on the PTA or BESF for the next school year. The 2019/20 year's Executive Board will consist of the following and ALL positions are open for nomination:

- President
- Vice President
- Treasurer
- Financial Controller
- Secretary
- Public Relations/Communications Director
- Community Liaison
- Outreach Director
- Middle School Liaison (New)

We have 9 positions to fill so if you are interested, please nominate yourself to Wade Shepherd at [parliamentarian@friendsofmip.com](mailto:parliamentarian@friendsofmip.com) by Sunday, May 31st. When doing so, please provide the following:

- Name
- Position
- Photo (for web use)
- Brief statement of interest and qualifications (200 words)

## **2018/19 FoMIP Executive Board Positions**

All Officers will :

- Attend all Friends of MIP Board Meetings
- Serve on the Nominating Committee
- Maintain professionalism in communicating with and representing the MIP community
- Keep accurate records on file and at the end of his/her term, pass them on to next officer

### **President:**

- Preside at all Board and General Meetings as the chief executive officer of this organization;
- Prepare the agendas for all Board and General meetings;
- Work with Treasurer to prepare and submit following school year's annual budget forecast by April 1st and the final current school year's annual budget to the Board by June 1st for approval at the following Board meeting;
- Devise and disseminate Board and Committee policies and operating procedures in conjunction with other Board members;
- Approve check requests with the assistance of the Treasurer;
- Execute contracts and other instruments which may be authorized by the Board;
- Maintain active Director's and Officer's insurance policy;
- Work with Treasurer to submit/file any necessary government forms;
- Become Parliamentarian the year following the end of his or her tenure.

### **Vice President (Fundraising Director):**

- Assume duties of President in his or her absence or when the President is unable to act;
- Maintain ongoing detailed communication with and offer assistance to the President;
- Propose fundraising events and their committee structure to the Board for approval as needed;
- Assist in the appointment of fundraiser Chairpersons and committee members;
- Oversee the Annual Gala Chairperson and Chairpersons for any other Friends of MIP approved fundraising event;
- Assist fundraising Chairpersons in the preparation of their budgets prior to financial obligation;
- Attend, if available, all meetings in regards to all fundraising events; • Maintain detailed records of communications and reports.

### **Treasurer (Financial Affairs):**

- Serve as the chief financial officer of Friends of MIP by acting as custodian of all Friends of MIP funds;
- Be responsible for all financial accounts, including banks and accounting software;
- Be responsible for all 3rd party ACH/credit card processing accounts (ex: PayPal, Square) ;
- Approve all income and checks and review deposits of funds;
- Approve all invoices and reimbursement requests and secure two authorized signatures on all checks (President, Vice-President and/or Treasurer) ;
- Code all transactions to appropriate budget categories in accounting software;
- Prepare and submit monthly Treasurer Report and Donation Reports at each Board Meeting;
- Review and reconcile monthly account statements, and maintain secured online storage backups;
- Assist President with preparation and submission of annual budget forecast and final annual budget;
- Work with President and Tax Accountant to ensure compliance with tax-exempt status and ensure all regulatory requirements are met;
- Work with Tax Accountant to file taxes within 4 months of fiscal year-end.

**Financial Controller (works with Treasurer):**

- Review budget with each individual Committee Chairperson for their Friends of MIP sponsored project or event;
- Deposit all checks and scan all files to the Treasurer's secured online storage in a timely manner;
- Work with the Executive Board appointed Auditor to maintain clear audit trail;
- Act as point of contact for all financial-related Member and Committee inquiries;
- Oversee entry and tracking of direct giving and open donations;
- Be responsible for management and tracking of gift matching entities;
- Prepare and maintain financial forms, records, accounts, contracts and business transactions (ex: contracts for affiliates, sponsors, profit sharing).

**Secretary:**

- Serve as the custodian of the organization's records;
- Keep minutes at all Board and General Meetings or make arrangements to provide replacement;
- Copy and distribute transcribed Board Meeting minutes to all Board members;
- Copy and distribute all General Meeting minutes to all Board members and Administrative Liaison.
- Maintain all records of minutes, reports and communications of the Board;
- Requisition Friends of MIP letterhead and envelopes from Administration as necessary;
- Cause all notices as are required by the currently adopted Bylaws to be given.

**Public Relations/Communications Director:**

- Provide Friends of MIP communication and event updates to community members via email, social media, etc.;
- Edit and publish digital monthly newsletter, "BaoZhi" and distribute to Membership;
- Provide Principal or Administrative Appointee with Friends of MIP updates for weekly Bergeson Bark e-newsletter;
- Create press releases for Friends of MIP and MIP events;
- Oversee the maintenance and content management of Friends of MIP website;
- Assign volunteer photographers and archive photographs from Friends of MIP sponsored events;

**Community Liaison:**

- Act as a parent liaison between Friends of MIP and CUSD;
- Act as liaison between Friends of MIP and the Bergeson Parent Teacher Association (herein referred to as the "PTA");
- Act as liaison between Friends of MIP and the Bergeson Elementary School Foundation (BESF);
- Attend CUSD Board of Trustee, PTA and BESF board meetings as necessary;
- Communicate to PTA and BESF the planned Friends of MIP events, including meeting agendas and minutes;
- Help coordinate Friends of MIP event and General meeting schedule with Administrative Liaison, taking into consideration PTA and BESF event dates.

**Outreach Director:**

- Serve as the Chairman to any Committee not reporting to another officer;
- Coordinate event/program volunteers and Classroom Representatives;
- Be responsible for cultural opportunities for the MIP Community;
- Create and direct Host/Mentorship program between new and established MIP families;
- Assist Vice President with Annual Fund solicitation and promotion;
- Assist Public Relations/Communications Director with marketing and Kindergarten recruitment.

**Community Liaison:**

- Act as a parent liaison between Friends of MIP and Newhart Middleschool;
- Act as liaison between Friends of MIP and the Newhart Parent Teacher Association (Newhart PTA);
- Communicate to PTA and Newhart Middleschool the planned Friends of MIP events, including meeting agendas and minutes;
- Help coordinate Friends of MIP events and General meeting schedule with Newhart Middleschool Administrative Liaison, taking into consideration PTA and other middleschool event dates.