

IB Alliance Board Positions Descriptions

Executive Board

President (Must be current active Board Member)

- Serves as Chair of the Board and presides at meetings
- Manages overall objectives and strategies of IB Alliance (Including fundraising objectives, community building events, educational events, etc.).
- Serves As Ex Officio member of all committees except Nomination
- Ensures the Corporation has continuity plans in place for backups and access to data, social media tools, passwords, and Corporation software
- Welcome Address at Summer Parent meeting, Teacher Data Lunch, Open House, and Spaghetti Dinner. Introduce Mr. Atul at AB Scholarship Award Ceremony

Vice President (Must be current active Board Member)

- Lead meeting in President's absence;
- Chairs the Nomination Committee
- Performs duties asked by President
- Posts on social media, or designates an Executive Board member to do this
- Website Coordination, or designates a Board member to do this

Treasurer

- Collaborate with the IB Alliance Executive Board to generate the annual IB Alliance Budget
- Prepare the annual corporate reports on Sunbiz and State of Florida Department of Revenue and tax return
- Pay Bills and reimbursements as required
- Make deposits and enter sales transactions in Quickbooks
- Perform monthly bank reconciliation and transfer funds from Paypal on a regular basis
- Oversee ongoing Alliance finances
- Prepare monthly report for each board meeting
- Ensure adherence to approved IB Alliance budget
- Utilizes QuickBooks and Microsoft Excel in maintaining financial records and expenditures for the Corporation

Secretary

- Attends all meetings and records minutes; sends meeting minutes to President or Vice President for review within 10 days of meeting and forwards approved meeting minutes to Board within 15 days of each meeting
- Forwards pertinent information to the Board
- Obtains meeting reports from Alliance Board prior to all meetings, if needed. Prepares meeting agenda
- Duties asked by President
- Prepare Board Member roster and provide to all Board members by first Board meeting

-All Executive Board Members are expected to attend the Open House and Spaghetti Dinner.

Voting Board Members

9th Grade Rep – 1 Voting Member

Coordinate hospitality table for the Prospective Student Information Night (Fall), Assist with incoming Freshman Spaghetti Dinner (Spring), Liaison to Freshman families.

10th Grade Rep – 1 Voting Member

Junior IB Pinning Ceremony (Fall), Assist with incoming Freshman Spaghetti Dinner (Spring), Coordinate Swedish Student Luncheon (Spring), Advise and Share Information with 9th Grade Rep

11th Grade Rep – 1 Voting Member

Coordinate Diploma Ceremony for last year's Graduates (Dec.), Assist with Incoming Freshman Spaghetti Dinner (Spring), Coordinate with Mascot Universe regarding HHS spirit wear and merchandise (Bi-monthly), Advise and Share Information with 10th Grade Rep

12th Grade Rep and Senior Banquet Chair – 1 Voting Member

Plan Senior Banquet, prepare a monthly budget report for the Treasurer and a monthly report to the Board, Organize IB testing Senior Class snacks and 1-day Lunch, Coordinate Senior Picnic, Organize Senior LeFluer Lock in, Communications for all Senior Events, Plan Spaghetti Dinner fundraiser, Advise and Share Information with 11th Grade Rep

Membership Chair -1 Voting Member

Promote the sale of membership to all grade levels and attend all events where prospective members attend, such as Incoming Freshman Parent Meeting (Summer), Open house, parent meetings, Spaghetti Dinner, etc. Keep accurate record count of memberships and incentive inventory items, and coordinate delivery and fulfill incentive membership items in a timely manner. Turn in all funds collected to Treasurer and compare records for accuracy.

Volunteer Chair- 1 Voting Member

Send out SignUp Genius to coordinate volunteer, food, and supply needs for special events. Attend Incoming Freshman Parent Meeting (Summer), Open House, and Spaghetti Dinner to encourage parent involvement with the program Provide recognition for volunteer contributions and organize the End of the Year Volunteer Appreciation Event. Verify count on supply of items in storage closet to determine what is needed to be purchased or donated for events.

Communication Chair - -1 Voting Member

Send communication emails using My School Anywhere. Send communication and E-Blasts on behalf of IB Alliance and HHS. Communication duties as requested by President and AP for IB Curriculum. Coordinate with Class Representatives and other Board members to send out information on upcoming events and committees.

Committee Chairs and Standing Positions (Non-Voting)

Teacher and Staff Events Chair

Organizes Teacher Welcome Breakfast prior to the first day of school, Winter Teacher Luncheon, and Teacher Appreciation Event. Works closely with Volunteer Chair.

Assistant Communications Chair

Prepare and send out newsletters, assist Communications Chairperson

Teacher Wish List Coordinator

- Contact HHS IB teachers to advertise this service before school starts (summer)
- Verify budget with treasurer and get approval from Board
- Communicate with Assistant Principal about possible teacher needs
- Share updates on website and at IB Alliance meetings
- Order Teacher Wish List Items in conjunction with Treasurer per approved budget, fulfill orders and deliver to teachers