

FoAEA Board Position Descriptions

PRESIDENT

The President shall be the chief executive officer of the Association and shall, subject to the control of the Board, supervise and control the affairs of the association and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Association of this association, or by these Bylaws, or which may be prescribed from time to time by the Board. At a minimum, the President of the Association or his/her designee will review the accounts once a month with the Treasurer.

Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the Association, execute such contracts, checks, or other instruments which may from time to time be authorized by the Board.

SECRETARY

The Secretary shall:

- a) Certify and keep at the principal office of the association, or at such other place as the Board may determine the original, or a copy of these Bylaws as amended or otherwise altered to date.
- b) Keep at the principal office of the association or at such other place as the Board may determine, a record of minutes of all meetings of the directors (closed and open meetings), recording therein the time and place of holding, whether regular or special, how called, the names of those present or represented at the meeting, and the proceedings thereof.
- c) In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, as referenced in the handbook, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

TREASURER

Subject to the provisions of these Bylaws relating to the "Execution of Instruments, Deposits and Funds," the Treasurer shall:

- a) Have charge and custody of, and be responsible for, all funds and securities of the association, and deposit all such funds in the name of the association in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
- b) Disburse, or cause to be disbursed, all debts owed by the Association.
- c) Keep and maintain the Association's financial records and produce those records to the President and Board of Directors, whenever requested.
- d) Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- e) In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Association of the Association, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

f) Except as otherwise specifically determined by resolution of the Board, or as otherwise required by law; checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Association shall be signed by the Treasurer.

VICE PRESIDENT

In general, the subordinate officer position of Vice President shall work closely with the President and other directors to help maintain operations oversight, efficiency and effectiveness and perform all duties incident to the Vice President position and such other duties as may be required by law, by the Articles of Association of the association, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. This Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Association, or by these Bylaws, or as may be prescribed by the Board of Directors.

EVENTS COORDINATOR

The Events Coordinator has the primary responsibility overseeing all events. In general the Events Coordinator shall perform all duties incident to the Events Coordinator Position and such other duties as may be required by law, by the Articles of Association of the association, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

FUNDRAISING COORDINATOR

The Fundraising Coordinator has the primary responsibility for fundraising events. In general the Fundraising Coordinator shall perform all duties incident to the Fundraising Coordinator Position and such other duties as may be required by law, by the Articles of Association of the association, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

DUTIES OF COMMUNICATIONS LEAD

The Communications Lead has the primary responsibility for effectively communicating the association's goals, efforts, activities, responsibilities, and needs to the Albert Einstein Academies (AEA) community. In general the Communication Lead shall perform all duties incident to the Communication Lead Position and such other duties as may be required by law, by the Articles of Association of the association, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

ROOM PARENT COORDINATOR (ELEMENTARY SCHOOL)

The Room Parent Coordinator has the primary responsibility of recruiting volunteers to support grade level initiatives. In general the Room Parent Coordinator shall perform all duties incident

to the Room Parent Coordinator Position and such other duties as may be required by law, by the Articles of Association of the association, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

CULTURAL COMMUNITY LEAD

The Cultural Community Lead has the primary responsibility to oversee the Association's awareness, support and implementation of diverse, accessible and equitable events in keeping with AEA's mission. In general the Cultural Community Lead shall perform all duties incident to the Cultural Community Lead Position and such other duties as may be required by law, by the Articles of Association of the association, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.