

Dailard School Foundation

Job Title President

GENERAL DESCRIPTION

Presides over the Board. Assists other Board Members in their various duties by offering support and/or help as needed. Serve as the liaison between the Board, the principal, and the Dailard community. Runs the Pledge Drive.

SPECIFIC POSITION DUTIES

- Stays in close communication with all Board members regarding their needs and responsibilities
- The main point of contact for the DSF in the Dailard community
- Responds to questions or needs or passes along to the appropriate person
- Serves as a spokesperson for the DSF
- Is a visible presence at school and school events
- Checks and sorts incoming DSF mail on a regular basis
- Develops and executes the agenda for Board meetings
- Runs the Monthly Board meetings in compliance with Robert's Rule
- Develops power points and runs General DSF meetings as needed
- Ensures by-laws are being followed
- Researches and coordinates purchase of annual insurance policy
- Facilitates open communication with the 5th grade committee
- Coordinates and oversees the Pledge Drive
- Obtains D&O insurance for the organization
- Obtains permits and insurance for on campus events
- Prepares weekly message for submission to Principal for Sunday phone message.

BOARD MEMBER RESPONSIBILITIES

- Attend DSF Board Meetings and General Meetings
- Be an enthusiastic supporter of all activities and projects of the DSF.
- Be an ambassador of the DSF, saying positive things about activities and explaining the DSF to parents who may not understand the purpose of the organization.
- Encourage parents to become active participants.
- Be host/hostess at any DSF function, making sure everyone is comfortable and feels welcome.
- Be willing to assist with other tasks as needed.

POSITION TERM 2 Academic Years

TIME COMMITMENT High