**2019-2020 Open Board Positions**

The executive board is comprised of individual officers that work collectively as one body to ensure the success of the volunteer organization. A two year commitment (or term) for each position is preferred. A person shall not be eligible to serve more than two consecutive terms in the same office, unless no other Clive parent puts their name forward for election.

**President:** (3-5 hours a month)

* Leads once-a-month Executive Board meetings and quarterly PTO meetings.
* Maintains the online master calendar.
* Maintains open communications with Director, Office Staff and Clive Staff.
* Available to communicate with board members via email.
* Supports activities on campus when possible.

**Vice President**: (3-5 hours a month)

* Attend one executive board meeting a month and quarterly PTO meetings.
* Assist other board members and lead volunteers with duties when necessary.
* Available to communicate with board members via email.
* Supports activities on campus when possible.

**Fundraising Chair:** (3-5+ hours a month - varies based on scheduled fundraisers)

* Works with the board, foundation and fundraising committee to determine what fundraisers are needed to meet the necessary budget amount.
* Attend one executive board meeting a month and quarterly PTO meetings.
* Available to communicate with board members via email.
* Supports activities on campus when possible.

**Volunteer Coordinator:** (Average of 3-5+ hours a month – varies based on events at school)

* Uses Facebook and Sign Up Genius to promote volunteer needs.
* Available to direct volunteers at school events/parties (mostly during school hours.)
* Attend one executive board meeting a month and quarterly PTO meetings.
* Available to communicate with board members and volunteers via email.

**Treasurer Shadow:** Our Board Treasurer will be in her last year for the 2019-2020 school year. We are looking for someone who is interested in learning about the position and would like to shadow her to eventually take over the role for the 2020-2021 school year. Familiarity with Excel and Excel functions is preferred. Responsibilities include: developing monthly and quarterly financial reports in Excel, monitoring bank accounts, managing budget needs, making necessary purchases when needed, reimbursing staff and volunteers as needed, working with Foundation to prepare annual tax returns, etc. Monthly commitment averages about 8 hours.