

# **BESF Board Positions**

## **President**

- Prepare agendas and preside at all Board and General Meetings.
- Communicate with administration about dates and details of Foundation-sponsored events.
- Devise and disseminate board and committee policies and operating procedure in conjunction with other board members.
- Assist in procurement of silent auction items.
- Work with treasurer to prepare and submit annual budget forecast and final annual budget to Board. Approve checks with Treasurer.
- Send weekly email to Foundation members.
- Maintain detailed records of communication and reports that will be passed on to the next president (can be done electronically). Become parliamentarian following year unless re-elected to serve as president.

## **Vice President**

- Assume duties of president in his/her absence. Maintain ongoing detailed communication with and offer assistance to president. Maintain detailed communications and reports.
- Propose fundraising events and their committee structure to the Board for approval as needed. Oversee and assist Fundraising Chairpersons in the creation of timeline for fundraising events.
- Chairperson for annual Silent Auction fundraiser. Maintain detailed records of communication and reports with fundraising information that will be passed on to the next fundraising director (can be done electronically).
- Attend all Board and General meetings.

## **Treasurer**

-Act as custodian of all Foundation funds. Treasurer must approve all income and checks; maintain a \$1,000 balance at all times in the Foundation bank account. Make deposits and keep detailed records of funds raised.

-Prepare and submit monthly treasurer reports at each Board meeting. Assist president with preparation and submission of annual budget forecast and final annual budget.

-Assist in procurement of silent auction items.

-Maintain a clear audit trail. Pass all records, books, checks, etc. from current term to next Treasurer.

-Attend all Board and General meetings.

## **Secretary**

-Attend all Board and General meetings, and take detailed minutes. Copy and distribute transcribed minutes to all Board members. Maintain all records of minutes, reports, and communications of the Board; archive to pass on to next Secretary.

-Purchase any materials necessary to the ongoing operation of the Board.

-Provide weekly BARK update to Principal.

-Update Foundation Facebook pages.

-Provide website updates.

-Assist Treasurer with bookkeeping duties.

-Assist in procurement of silent auction items.