**Roles and Responsibilities for Christina Gordon Fundraising Association**

**The President**

This is a minimum 1-year commitment and requires about 10-30 hours per month (depending on how many Association members are able to support). There is an expectation that this role makes every attempt to attend each scheduled monthly meeting.

1. Serves as the chief volunteer of the organization and
2. Develops agendas for meetings for Association
3. Chairs meetings of the Association
4. Seeks volunteers for fundraising activities and coordinates individual board member assignments or delegates this within the association (ie. Through a Volunteer Manager)
5. Serves as Association member of other committees and attends their meetings when invited
6. Ensures that Association matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation as well as all fundraising activities.
7. Discusses issues confronting the organization with Vice-Chair and other committee members as needed.
8. Helps guide and mediate board actions with respect to organizational priorities and governance concerns (as needed)
9. Monitors financial planning and financial reports, working closely with Association Treasurer.
10. Annually evaluates the performance of the organization in achieving its mission and objectives and provides a report at the AGM
11. Speaks to the media and represents the organization to the community
12. Annually reviews matters pertaining to governance; related to the Association structure, role, and relationship to the school.

**Vice-President**

This is a minimum 1-year commitment and requires approximately 5-15 hours per month (depending on how many Association members are able to support). There is an expectation that this role makes every attempt to attend each scheduled monthly meeting.

1. Acts as the President in their absence
2. Support or lead one fundraising event or activity (popcorn, hot lunch volunteer, BBQ, etc…)
3. Reports to and works closely with the President to assist with his or her duties
4. Assigned to a special area of responsibility such as membership, media, personnel, annual event, etc.
5. Fills in as secretary in their absence

**The Treasurer**

This is a minimum 1-year commitment and requires approximately 3-5 hours per month including attending the monthly meeting. There is an expectation that this role makes every attempt to attend each scheduled monthly meeting.

1. Manages the finances of the organization, including the review of and action related to, financial responsibilities as a charitable organization.
2. Ensures appropriate financial reports are made available to the Association and school as needed.
3. Support or lead one fundraising event or activity (popcorn, hot lunch volunteer, BBQ, etc…)
4. Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health (as requested by President/Vice-President)
5. Provides annual budget to the board for members’ approval
6. Ensures development and board review of financial procedures and systems
7. Works closely with President and Vice-President if an audit is required
8. Assists in the selection of an auditor, if needed, and meets with them.

**The Secretary**

This is a minimum 1-year commitment and requires about 3-5 hours a month including attending monthly meetings. There is an expectation that this role makes every attempt to attend each scheduled monthly meeting.

1. Maintains records of the board and ensures effective management of the organization’s records
2. Manages the minutes of board meetings
3. Support or lead one fundraising event or activity (popcorn, hot lunch volunteer, BBQ, etc…)
4. Ensures minutes are distributed to members in a timely manner after each meeting
5. Is sufficiently familiar with legal documents (articles, by-laws, etc.) to note applicability during meetings

**MEMBER AT LARGE SPECIFIC ROLES**

**Social Media Coordinator**

This role requires approximately 1-3 hours per month.

1. Attend monthly meetings as often as possible
2. Work closely with President and Vice-President to reach social media goals
3. Monitor social media pages regularly (shared responsibility with President)
4. Post on social media as required.

**Volunteer Manager**

This role requires approximately 1-3 hours per month.

1. Attend monthly meetings as often as possible.
2. Create sign-up genius volunteer pages as required.
3. Contact volunteers and ensure they have all information.
4. Work with President to ensure volunteer needs are met.
5. Work with President on volunteer appreciation.

**Hot Lunch Manager**

This role requires approximately 2-5 hours per month.

1. 1.Attend monthly meetings as often as possible
2. Manage hot-lunch system
3. Reach out to vendors, manage and coordinate with them
4. work with volunteer manager to coordinate volunteers for hot lunch
5. manage emails/ reminder to parents