

BPC PRESIDENT JOB DESCRIPTION

As an elected officer, the President is a representative of the Brook Park Council and has the ability to affect the image and reputation of the BPC.

CHARACTERISTIC:

- Model good leadership qualities; maintaining honesty and high level of integrity
- Devoting adequate time to the position
- Working as a team member with the officers of the BPC
- Exercising good ethical judgment
- Setting aside personal views and act in the best interest of the BPC
- Good listening skills

TIME COMMITMENT:

- Attend and actively participate in Board Meetings once per month
- Executive Board Meetings (approx.) once per month or as needed
- Most of the work can be done on your own schedule
- Rotate with Board members to represent the Board at scheduled school and BPC events

TYPICAL MONTHLY TASKS:

- Create and distribute monthly BPC agenda;
- Complete Building Request Forms for Board meetings;
- Facilitate monthly BPC meeting;
- Provide webmaster with agendas and minutes for posting to website;
- Manage all subscriptions/renewals (ie PTO today membership and website hosting);
- Follow-up on any outstanding issues from BPC meetings to next month's list;
- Act as the liaison of the BPC to the principal, to the teachers, to the community and to the Parents of Brook Park
- Make presentation at Kindergarten Orientation;
- Oversee communication including the newsletter, eBlasts, social media, and website;
- Monitor BPC supplies and replenish as needed (e.g. photocopier paper);
- Maintain BPC closet;
- Network with retailers/vendors to receive donations or the best price for products or services;
- Co-sign all bank account transactions;
- Monitor and approve the banking institution software;
- Discuss and approve membership form and each year;
- Approve new year's fundraisers and events;
- Approve and monitor all BPC branding on correspondence, presentations, and merchandise;
- Approve all donations and giveaways;
- Help recruit new board members;
- Help recruit new committee chair(s) as needed;
- Support all Committee Chairs and their scheduled events;
- Attempt to meet all new families and welcome them throughout the year;
- Share best practices and network with other schools BPC officers;
- Provide communication committee with information needed to be posted on the website;
- Guide, mentor and lead Board officers;
- Assist with creating a budget for the next school year;
- Help build a BPC event calendar for the new school year;

TYPICAL ANNUAL TASKS:

- Schedule new year's monthly meetings
- Oversee the completion of annual tax filings after the end of the BPC financial year (June 30)

TRANSITION and RESOURCES:

- Incoming President takes office immediately following the May meeting
- Outgoing President works with Incoming President to transition during the month of June
- BPC Board Policy and Procedure binder – including By-laws and job descriptions
- Articles about Recording Secretary topics
- Past files and examples including historical meeting agendas and minutes

- Maintain documentation (paper and computer files) related to their function and deliver this documentation and any official materials to their successor within ten day after the meeting at which the successor was elected

I have reviewed the above job description with the incoming President.

Outgoing President Signature

Date

I have received and understand the above job description for President and will execute to the best of my ability.

Incoming President Signature

Date