

## **ENCINO ELEMENTARY E-TEAM, INC.**

### **OFFICIAL MISSION STATEMENT:**

**The mission of the E-TEAM is to develop cooperation between educators and parents and the general public in order to provide the highest advantages in education for the students of Encino Elementary School. [These objectives] are promoted through an educational program directed towards parents, teachers and the general public; are developed through committees, projects, and programs; and are governed and qualified by the basic policies set forth in [bylaws].**

**BOARD OPENINGS for 2019-2020 School Year (some are two -year terms)**

**CO-PRESIDENTS**

**CO-TREASURERS**

**CO-VP of FUNDRAISING**

**CO-VP of STUDENT SERVICES**

**RECORDING SECRETARY**

**CORRESPONDING SECRETARY**

**GRADE LEVEL ADVISORS (We need one person for each Grade 1 – 5)**

## BOARD POSITION DESCRIPTION

(includes BY LAW BINDING INFO & historical evolution of each position)

**Each board member must chair or act as a co-chair on a fundraising event (excluding the Principal & Teacher).**

### President/Co-Presidents.

Have general supervision, direction, and control of the business and affairs of the Eteam. Responsibilities include:

- Act as manager of E-TEAM including facilitation and encouragement of all board members toward a successful execution of their positions and tasks.
- Manage independent contractors hired by the E-TEAM including annual renewal of E-TEAM Teacher contracts.
- Attend & drive all board meetings and set agendas and approve minutes.
- At least one co-President must attend all Parent and/or Board meetings.
- Drive general budget development, driving budget committee & schedule planning including obtaining approval from Principal.
- Must be available to answer questions from parents, meet with the Principal on a regular basis and effectively communicate with teachers.
- Handle and spearhead Eteam staff issues and discussions
- Schedule monthly parent meetings & agendas

**Co-Treasurers.** The Treasurers shall receive and safely keep all ETEAM funds and remit payments as needed. All checks must be signed by 2 of the co Presidents and/or 2 Treasurers (as long as no one is related). All payments over \$100 must be approved by majority vote. Other responsibilities include:

- Oversee and maintain all bank accounts and accounting with Quickbooks on line.
- Responsible for writing all checks, making deposits and putting together cash boxes for Fundraising events including pizza sales, as well as completing the final tallies for each Fundraising event.
- Filing of ETEAM's annual federal and CA state income tax returns
- Filing 1099s for individuals or entities dealing with the ETEAM
- Ensure tax filing team keeps our 501c3 status up to date with the state
- Annual renewal of the ETEAM insurance policy
- Annual renewal and payment for any ETEAM contract agreements including collection and review of E-TEAM supported independent contractors (Teachers) time sheets and is responsible for the payroll of all contractors.
- Automatically a member of Budget committee.
- Monthly accrual of expenditures/incoming revenue to report for board meetings in comparison with the annual approved budget
- Run reports for chair teams as needed

**Co-Vice Presidents of Fundraising.** The Co-Vice Presidents of Fundraising shall oversee and be responsible for all fundraising activities of the Corporation excluding 5<sup>th</sup> Grade Fundraising which will be handled by 5<sup>th</sup> Grade Advisor as all funds are for 5<sup>th</sup> Grade Culmination. General responsibilities also include:

- Develop strategic fundraising calendar to achieve necessary funds to meet annual ETEAM budget needs.
- Manage chair teams to execute the calendared events & functions and ensure they follow necessary steps to achieve our financial goals.

- Report earnings to the parent community and drive excitement for participation and attendance at events
- Include community building oriented events such as Restaurant nights etc.
- Attend most fundraising events and help where needed.

**Co–Vice Presidents of Student Affairs/Services.** The Co–Vice Presidents of Student Affairs shall oversee programs for enhancement of the educational experience at Encino Elementary School including (alphabetical order/not ordering of importance!):

1. Annual Reading Rocks Program (obtain and work w/ chair person/team)
2. Book Fairs & Author Events (obtain and work w/ chair person/team)
3. Earthquake Kits
4. Field Trips & Buses
5. Grade Level Meetings for Parents at Beginning of Year
6. Recycling (obtain and work w/ chairperson/team)
7. Room Parent Coordinator
8. Safety & Parent Education Assemblies
9. Traffic Duty

**Recording Secretary.** Responsible for keeping records for the ETEAM including by laws and full and complete record of the proceedings of the board and ensure the seal of the ETEAM is affixed to such papers. Responsibilities include:

- Take notes at each meeting, finding a board replacement to take notes if you are unable. Notes should include
  - Date of Meeting, list of attendees, Next Steps with responsible party of any outstanding issues, summary of what was discussed at the meeting.
  - Minutes from each meeting should be approved by the Co Presidents and VPs of Fundraising and once approved, the minutes should be posted to the Encino Charter website.
  - All minutes must be recorded, proofed and approved within one week of the meeting to which they relate.
- Records minutes for General Parent Meetings, route for approval and post to Encino Charter website within one week of the meeting to which they relate.
- Ensure a copy of both Board Meeting & Parent meetings are printed and put in Binder.
- Route weekly schedule of events to parent community (we are researching Parent Squared as a central communication vehicle).

**Corresponding Secretary.** The Corresponding Secretary shall be responsible for dissemination of information and ETEAM events through [encinocharterelementary.net](http://encinocharterelementary.net) and be in charge of the website.

**Grade Level Advisor Roles.** The grade level advisors must have a child in the grade they are representing and act as a point of contact/liaison for that grade with the ETEAM board and be IN THE KNOW about what is happening at the school (events/activities). Each advisor is responsible for:

- Coordinating Grade Level Meetings with the Principal and ETEAM at the beginning of each year. New initiative to strengthen/promote community building is to conduct additional Grade level meetings with Ms. Chun and/or update on board information/decisions also in the fall, winter and spring months for a total of 4 during the year.

- Coordinate a grade level get together at least twice through the year to keep families connected and engaged.
- Coordinating with Fundraising Chair teams to drive excitement and attendance/participation for each Fundraising event

The Prior Kinder Advisor & Kinder Advisor has some extra duties including:

- Coordination of Kinder Play date at the end of the year
- Assisting with Kinder Orientation at the beginning of the school year.

The 5<sup>th</sup> Grade Advisor has some extra duties including:

- Coordination of Pali Camp including securing money and approval forms
- Drive 5<sup>th</sup> Grade Fundraising activity in Collaboration with VP of Fundraising to cover 5<sup>th</sup> Grade Culmination. You must ensure the 5<sup>th</sup> Grade Fundraising efforts do not conflict with general Fundraising plans/strategies
- Drive the 5<sup>th</sup> Grade Culmination by forming and spearheading a committee of 5<sup>th</sup> Grade Parents to plan and execute the 5<sup>th</sup> Grade Culmination party