



## Maplebrook H&S Executive Board Descriptions

**President:** Attend and present at District, Executive and Maplebrook General H&S meetings; oversee/coordinate school events with executive board; serve as a liaison between H&S committees, parents, teachers/staff and principal; oversee contracts, financial records, policies and procedures; oversee information, materials, documents etc. displayed on the Maplebrook H&S web page; represent and serve as a leader for District 203 and Maplebrook Elementary.

**1<sup>st</sup> Vice President:** Oversee Fundraising Committees; attend and present at both Executive and General H&S meetings; check-in with fundraising committees throughout the school year; research & explore new/various fundraising opportunities for the school; promote fundraising programs at Maplebrook.

**2<sup>nd</sup> Vice President:** Oversee Social Committees; attend and present at both Executive and General H&S meetings; check-in with committees throughout the school year; research & explore new/various social events for Maplebrook.

**Secretary:** Take notes and attend both Executive and General H&S meetings; publish minutes for H&S meetings; send cards to various staff/teachers throughout the year; coordinate communications with the board and committee members; send monthly meeting reminders through WAG.

**Treasurer:** Coordinate financial record keeping including deposits, disbursements, bank reconciliations, budgets; attend and present monthly financial reports at both Executive and General H&S meetings; assist committees with obtaining petty cash for events when needed; prepare paperwork and/or computer files as requested by auditors.