



## SDFAS Community Association Board - List of Responsibilities

| President   | Vice President / President-elect               | Secretary  | Treasurer   | Past President                         |
|---|--|--|---|--|
| Preside over the association  | Assume duties in the absence of president      | Record monthly minutes   | Maintain book exchange  | Nominate new members                   |
| Guide and lead the group's vision                                       | Prepare to become president the following year | Assist president as needed   | Oversee budget planning, reimbursement forms, submission requests, and vendor contracts | Preside over parent Ambassador Program |
| Meet with treasurer to oversee budget and expenditure                   | Coordinate all "room parents"                  | Conduct any written correspondence between the CA and the school community as needed | Assist president in preparing and monitoring budget                                     |  |
| Liaise with Division Heads on all CA events                             |  |  | Request and review monthly reports from Business Office                                 |  |
| Oversee and coordinate volunteer for CA events                          |  |  | Keep a full and accurate account of all expenditures                                    |  |
| Assume responsibility for all possible sub-committees                   |  |  |   |  |
| Meet monthly with head of school to discuss strategy                    |  |  |   |  |
| Attend all Marketing and Community Board of Trustees Committee meetings |  |  |   |  |

Please note: All Community Association Executive Board members are expected to attend ALL monthly General and Executive Board meetings in addition to attending and supporting all CA events throughout the year.