

## **JOB DESCRIPTIONS FOR AGS PARENTS CIRCLE EXECUTIVE COMMITTEE**

### **Co-Presidents**

- a. Shall have administrative authority over all the activities of the AGS Parents Circle (AGSPC).
- b. Shall preside at all meetings of the AGSPC membership, Executive Committee and Leadership Committee.
- c. Shall serve as a liaison between the AGSPC and the Head of School.
- d. Shall serve as a liaison to the AGS Annual Auction Committee.
- e. Shall prepare a report of the AGSPC to be presented to the membership at the Annual Meeting.
- f. Shall assign the responsibilities of the Co-Presidents to one of the Vice Presidents when unable to fulfill any of the above functions.
- g. Shall designate an Officer to take minutes at any meeting at which the Secretary is not in attendance.

### **Vice President of Communications**

- a. Shall attend all AGSPC meetings, conduct meetings as necessary with the Standing Committee Chairs and assist with the coordination of activities between committees.
- b. Shall assist the Co-Presidents and shall discharge the responsibilities of the Co-Presidents in their absence.
- c. Shall serve as the volunteer coordinator for the AGSPC and shall (A) work with the Executive Committee and all Standing Committees, as well as the AGS Communications Director, to ensure that communications to the AGSPC members are timely, appropriate and complete and (B) work with the Grade Representatives to ensure that parents/guardians are receiving appropriate grade level communications and to build camaraderie within grades.

### **Vice President of Hospitality**

- a. Shall attend all AGSPC meetings, conduct meetings as necessary with the Standing Committee Chairs and assist with the coordination of activities between committees.
- b. Shall assist the Co-Presidents and shall discharge the responsibilities of the Co-Presidents in their absence.
- c. Shall work with one or more Standing Committees to ensure that the AGS faculty/ staff, students and parents/guardians are appropriately appreciated.

### **Vice President of Fundraising**

- a. Shall attend all AGSPC meetings, conduct meetings as necessary with the Standing Committee Chairs and assist with the coordination of activities between committees.
- b. Shall assist the Co-Presidents and shall discharge the responsibilities of the Co-Presidents in their absence.
- c. Shall work with one or more Standing Committees to ensure that the AGS faculty/ staff, students and parents/guardians are appropriately appreciated.
- d. Shall work with one or more Standing Committees on various fundraising initiatives and booster/auxiliary groups within AGS.

### **Secretary**

- a. Shall attend and take minutes at all AGSPC meetings.
- b. Shall distribute or electronically mail minutes to the Executive Committee prior to the next meeting.
- c. Shall perform all duties incidental to the office of Secretary that the Co-Presidents or Executive Committee may designate.
- d. Shall maintain a record of all correspondence and proceedings of the AGSPC in a book to be kept for this purpose, and shall ensure that proper notice is given of all meetings to the members of the AGSPC.

### **Treasurer**

- a. Shall attend all AGSPC meetings.
- b. Shall review and approve all expenditures.
- c. Shall present a monthly financial report to the Executive Committee (or, if the Leadership Committee is meeting in lieu of the Executive Committee, the Leadership Committee).
- d. Shall present financial reports to the general membership as provided in these Bylaws.
- e. Shall prepare a proposed annual budget in conjunction with the AGS Chief Business Officer to be presented to the Executive Committee and Head of School by September 15.
- f. Shall maintain bookkeeping records with the assistance of the AGS Chief Business Officer which shall be open for inspection.