**President's Job Description & Timeline**

Monthly:

* ask Secretary to circulate draft agenda to Board 2 weeks before next meeting. Make sure it is published 1 week before next meeting.
* quarterly: meet with Ms. Barnes
* respond to club correspondence...be as nice as possible and make sure the person feels heard. This can be difficult at tiems but is very important!

June:

* Old board helps with transition to new Board Members
* Vote on teacher discretionary funds and anything else that needs $$$ for the Fall (Garden?)
* Make sure that we have chairs for these Fall Events:
  + Walk-A-Thon
  + Staff Welcome Back Luncheon
  + Welcome Back Potluck
  + Fall Book Fair

July

* Write welcome back letter & send to school secretary for distribution

August

* Make sure Walk-A-Thon planning is on track
* Make sure Welcome Back Potluck planning is on track
* Attend Kindergarten and New Parent orientations to speak for Community Club
* Get CC tri-fold updated
* Arrange for snacks for K & new parent orientations
* Prepare funding request forms for staff
* Fill out facilities request form for library for meetings
* Meet with Mrs. Barnes
* Meet with Board before first SGCC meeting
* Here are a few "jobs" that need to get done but that aren't "assigned" to a particular position so make sure someone is doing them:
  + maintaining bulletin board in the hallway
  + maintaining the website
  + eblasts

September

* Attend Staff meeting to hand out and explain funding request process (ask for only "big ticket" items; smaller stuff should be paid for out of the TDF)
* Get chairs for remaining yearly events
* Make poster for first SGCC meeting
* Have name tags and snacks for first SGCC meeting
* Have Hospitality Chair arrange for snacks for the remainder of the meetings
* Hand out FAQ & Website address at first meeting

October

* Make sure agenda allows for 30 min to go over last year's budget, answer questions, and take suggestions for the new budget
* Make sure we distribute at the meeting a "glossary" or explanation of the terms in the budget
* Write thank you notes to Book Fair & WAT chairs
* Be sure Treasurer takes lead on Budget Committee

November

* Make sure agenda for budget meeting has the budget first and everything else subject to available time after budget is discussed and voted on; list the chairs we have invited to speak on their items and ask them to be brief
* Make sure we distribute, again, the "glossary" of budget terms
* Share with staff results of budget decisions (i.e. any purchases they get to make and note June 1st deadline)
* Make sure new budget is posted on the web

December

* Rest!

January

* Schedule SGCC Board-only meeting to check in with how things are going
* Start thinking about how to replace Board Members whose terms are ending
* Make sure Spring Fling Chair has begun organizing things
* Send Thank You to Santa's Secret Shop Chair(s) and Spelling Bee Chair(s)

February

* Attend Kindergarten Roundup (bring tri-folds to hand out)

March

* make sure STAR testing treats and SRT refreshments are taken care of
* start talking about positions that need filling on the Board for next year

April

* make sure a Nominating committee gets formed to find a slate for next year's board
* post the nomination form in the Eagle Flier (it's on the website)

May

* bring a "thankyou gift" (traditionally flowers) to all board members for whom this is their last meeting