

Friends of Albert Einstein Academies

Friends of Albert Einstein Academies (FoAEA) is a group of parent and community volunteers. We raise funds for art, music, field trips, and other auxiliary programs at Albert Einstein Academies.

Voting Board Member Positions

President (2 year term)

The President shall be the chief executive officer of the association and shall, subject to the control of the Board of Directors, supervise and control the affairs of the association and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Association of this association, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as Chairperson of the Board of Directors, he or she shall preside at all meetings of the Board of Directors. If applicable, the President shall preside at all meetings of the members. Except as otherwise expressly provided by law, by the Articles of Association, or by these Bylaws, he or she shall, in the name of the association, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

Vice president (2 Year Term)

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. This Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Association, or by these Bylaws, or as may be prescribed by the Board of Directors.

Treasurer (2 Year Term)

Have charge and custody of, and be responsible for, all funds and securities of the association, and deposit all such funds in the name of the association in such banks, trust companies, or other depositories as shall be selected by the Board of Directors. Receive, and give receipt for, monies due and payable to the association from any source whatsoever. Disburse, or cause to be disbursed, the funds of the association as may be directed by the Board of Directors, taking proper vouchers for such disbursements. Keep and maintain adequate and correct accounts of the association's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. Exhibit at all reasonable times the books of account and financial records to any director of the association, or to his or her agent or attorney, on request therefore. Render to the President and directors, whenever

requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the association. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports. In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Association of the association, or by these Bylaws, or which may be assigned to him or her from time to time by the Board.

Secretary (2 Year Term)

Responsible for recording the minutes of each board of directors meeting. Certify and keep at the principal office of the association the original or a copy of FOAEA Bylaws as amended or otherwise altered to date.

Keep at the principal office of the association or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. Keep at the principal office of the association a membership book containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased.

Exhibit at all reasonable times to any director of the association, or to his or her agent or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the directors of the association.

In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Association of this association, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

Technology/Webmaster (2 Year Term)

Create/maintain/update FoAEA website. Create/update parent database for communication. Facilitate usage of parent information. Create PDF of parent online directory. Maintain operational database and facilitate FoAEA communication with the parent population through e-mail, while receiving approval from President on all parent communication.

VP Fundraising (2 Year Term)

Vice President of Fundraising is responsible for fundraising activities. S/he is in charge of projects throughout the year to help the organization raise money. In doing so, this person will select and work with the fundraising event Committee Chairs and Co-Chairs (if applicable). S/he is responsible for recruiting and training fundraising committee Chairs and Co-Chairs. S/he should have a clear understanding of the overall school calendar of activities and important dates in order to plan effectively throughout the year. S/he must have a clear understanding of budgets and project management as well as overall fiscal responsibility. Fundraising events include, but are not limited to Fall Fundraiser, Spring Fundraiser, Jog-A-Thon

Fundraising Co-VP (1 Year Term)

Co-position to VP of Fundraising. Will assist with the planning and execution of all fundraisers. Co-VP will recruit volunteers for fundraiser production and will provide

support for VP Fundraising planning efforts.

VP Special Events (2 Year Term)

VP Special Events Chairperson is responsible for all community building events. Because this is frequently related to fundraising efforts, Special Events Chairperson will work closely with Fundraising Chairperson. Special Events Chairperson also works closely with school administration to coordinate best practices for yearly calendar scheduling and facility issues. Duties include finding chairpersons for Pastries with the Principals, Breakfast Club, Lantern Festival, Einstein's Birthday, and Cake Auction

Co-VP Special Events (1 Year Term)

Co-position to VP Events. Assist with all events. This person should be frequently communicating with parents and recruiting volunteers on a regular basis. This person should have an overall positive influence on volunteerism and parent involvement. Responsible for designing and updating the bulletin board monthly.

Volunteer and Room Parent Coordinator (2 Year Term)

Coordinate the parent volunteer effort by communicating the need for volunteers to the parent population, accumulate volunteer database with which to send/receive information working with the webmaster. Collect volunteer logs and publish total hours. Direct and assist the room parents by establishing parents for each teacher early in the school year. Give a training session for room parents. Assist throughout the year with communications to the room parents for various events.

Co-Coordinator for Volunteer and Room Parents (1 Year Term)

Co-Coordinator will assist in all training sessions and act as support for both Coordinator and for parent volunteers.

Elementary School Teacher Representative (2 Year Term)

Attend board meetings and communicate within the elementary teacher community about FOAEA events. Liaison between teachers and FOAEA. Provide direction and insight between the board and teacher communities.

Middle School teacher Representative (2 Year Term)

Attend board meetings and communicate within the middle school teacher community about FOAEA events. Liaison between teachers and FOAEA. Provide direction and insight between the board and teacher communities. .

Board Assistant (1Year Term)

Responsibilities include acting as a floater, and filling in for fundraising, events, and parent support needs, especially during special events and for fundraising projects. Coordinator is also responsible for allocating necessary tasks to additional non-voting board members or parent volunteers, and constantly recruiting and increasing the FoAEA volunteer pool.

Board Assistant (1 Year Term)

Responsibilities include acting as a floater, and filling in for fundraising, events, and parent support needs, especially during special events and for fundraising projects.

Coordinator is also responsible for allocating necessary tasks to additional non-voting board members or parent volunteers, and constantly recruiting and increasing the FoAEA volunteer pool.