

Other Board Positions

Other Trustee Positions

Incubator Co-Chair:

- Assists Incubator Chair one year and assumes the role of the chair the next year
- Exact responsibilities performed will be coordinated between the Chair and Co-chair
- **Skills Needed:** organized, networking capabilities, project coordination, detail oriented, creative

Event (Luncheon) Co-Chair

- Assist to coordinate and lead team (of both trustees and other parents/community members) for all details of annual fundraising event, i.e. Luncheon
- Maintain Special Event records on OneDrive
- **Skills needed:** Project coordination, event planning, time-management, detail-oriented, team leadership

Assistant Treasurer

- Responsible for the Event reservations / checkout process
- Assists the Treasurer on as needed basis to accomplish the Treasurer Responsibilities
- Maintain financial records on OneDrive
- **Skills Needed:** knowledge of Excel, organized, detail-oriented, financial experience with other local organizations a plus

APT/Booster Liaison

- Responsible for attending APT and Booster meetings to report on the current Foundation Activities
- Represent the Foundation interests and notify the Foundation Exec Board of APT and/or Booster activities impacting the Foundation
- Report monthly to the Foundation trustees the activities of the APT and Booster board
- Maintain good relations between the parent boards