



# **Mariners Elementary School Foundation**

*Job Description of Members:  
Executive Board, General Board, Fundraising Committees*

---

# Table of Contents

<b>Table of Contents</b>	<b>1</b>
<b>Executive Board</b>	<b>2</b>
President	2
Vice President	2
Treasurer	2
Secretary	2
<b>General Board Members</b>	<b>3</b>
Community Outreach Chair	3
Directory Committee	3
Pledge Drive Committee	4
Fall Fundraiser Committee	4
Media Committee	7
Software Management Committee	10
Artwalk Committee	13
Independence Day Celebration and Parade Committee	14

---

## Executive Board

### President

Time Commitment: July/August: 1 hour weekly

September/October/November: 3 hours weekly

April/May: 3 hours weekly

June: 1 hour weekly

As Foundation President you will be responsible for overseeing all Foundation Chairs and events. In addition, you'll own the monthly board meeting (setting agendas, running meeting), act as the face of the foundation, be the liaison between the faculty and foundation.

### Vice President

Time Commitment: August: 1 hour weekly

September/October/November: 2-3 hours weekly

April-June: 2 hours weekly

As Vice President, you'll be responsible for distributing mail to foundation chairs, stepping in for the President when they are unavailable, and coordinating with Treasurer to summarize funds collected at events. In addition, you'll be expect to as as the liaison with PTA and attend all of their meetings.

### Treasurer

Time Commitment: September-March: 1 hour weekly

April/May: 2 hours weekly

The Foundation treasurer is responsible for maintaining the financials records of the Foundation including but not limited to setting annual budget, maintaining bank records, credit card processing, processing insurance, processing annual taxes and government compliance.

### Secretary

Time Commitment: September-March: 1 hour weekly

April/May: 2 hours weekly

As Secretary you'll be responsible for attending the Foundation Board meetings, tracking attendance, taking and distribution meeting notes, and tracking action items from Board meeting.

---

## General Board Members

25 Board Members

1 hour Meeting Every First Monday

Volunteer for 1 Foundation sponsored event every year: Time commitment varies by event/committee

Helping Hands as needed

Qualifications:

- No less than 5 BOARD members, no more than 25 voting members
- Must Have Child actively enrolled at Mariners
- Must serve for one full school year
- Spouses of BOARD members are non-voting, except in the absence of the voting member

## Community Outreach Chair

Time Commitment:

September: 2 hours weekly

1 Chair/1 Co-Chairs

Responsible for maintaining community rewards programs for Ralphs and Amazon Smile.  
Includes promoting signups and coordinating with PTA and Room Parents

## Directory Committee

Time Commitment: September-November: 1-3 hours weekly

1 Chair/1 Co-Chairs

The Directory Committee is responsible for producing the annual school directory This includes managing vendors (graphic designer, printing company), soliciting sponsors (business and family messages), gathering content (family info, school data), and distribution of directory.

## Spirit Wear Committee

Time Commitment: July/August: 2-3 hours weekly

September/October: 5-6 hours weekly, 1-2 hours weekends

November-June: 1-2 hours weekly

1 Chair/2 Co-Chairs/Helping Hands for Sale Days

The Spirit Wear Committee is responsible for producing the kinder SWAG (snack bags, red bag) and selecting, selling and promoting Mariners merchandise on campus.

---

## Pledge Drive Committee

Time Commitment: August-October: 5-8 hours weekly (split with 3 people)

November-June: 1 hour weekly

3 Chairs/2-3 Helping Hands for On Campus Days

Manage all aspects of our fall pledge drive includes creating and distributing marketing collateral, setting up a system to manage/track donations, field questions from donors, and ensure donors have necessary resources (thank you notes, tax ID).

## Fall Fundraiser Committee

Time Commitment:

August-November: 5-8 hours weekly

4 Chairs/Helping Hands for Event Prep Days

Responsible for producing MESF's *Fall Fundraiser*. This committee leads end-to-end planning of the event including auction items, opportunity drawing, silent auction, online buy-in parties. This is the biggest (and most popular) fundraiser of the year. Great opportunity to put your creative juices to use!

## Media Committee

Time Commitment: September-June: 1 hour weekly

1 Chair/1 Co-Chairs/Helping Hands for Photo Contributions

The responsibilities of the media committee are to manage 1) MESF social media accounts (Instagram and Facebook) and 2) MESF website. Our objectives are to communicate with the Mariners Elementary community concerning activities and announcements related to the school. The intended audience includes Mariners family, faculty, staff, and students.

## Software Management Committee

Time Commitment: July/August: 1-2 hours weekly

Chair #1/Co-Chair: Fall Fundraiser(Nov): 5-6 hours weekly

Chair #2/Co-Chair:: Artwalk Fundraiser(May): 5-6 hours weekly

2 Chair/2 Co-Chairs/Helping Hands for Event Days

Select and evaluate software to track donations, sell tickets, manage event check in, run auction bidding, and reporting.

---

## Artwalk Committee

Time Commitment:

March-May: 2-3 hours weekly (split with 3 chairs)

*Volunteer Needs: 10-15 Helping Hands*

Responsible for producing MESF's *Spring Artwalk*. This committee leads end-to-end planning of the event including picking theme, coordinating with room parents for classroom projects, and securing auction items.

## Independence Day Celebration and Parade Committee

\*Chairman, PLUS

Time Commitment:

May-July: 2-3 hours weekly (split with 3 chairs)

*Volunteer Needs: 10-15 Helping Hands*

This committee produces our annual Independence Day Celebration. Includes all aspects of event planning including, securing volunteers, managing vendors, publicizing event and gate Chairman (or two co-chairman)