

NOMINATIONS

**for 2019-20 SCA Executive
Board positions are now**

OPEN



The SCA is proud to serve the Glenwood Landing School community. Our mission is to help our children by producing, organizing and funding special social, cultural and academic projects and programs.

The Executive Board may include relatives of current students. Don't miss this opportunity to get involved with GWL teachers, faculty, administrators & families - working as a team to enrich the GWL experience for our children.

The SCA is now seeking nominations for the following volunteer positions:

- co-president** (two-year term)
- VP Marketing** (two-year term)
- VP Fundraising** (two-year term)

See reverse side
for responsibilities of
open positions.

For details regarding all
officer responsibilities,
please visit our website.

Self-Nomination or **Nomination of a Friend**

Name _____

Email or Phone _____

Please return by Friday April 5th to the SCA Box marked: **Nominating Committee**.

The **co-presidents** shall:

1. Preside at all meetings of the Association and the executive board.
2. Prepare for publication the agenda for each meeting of the Association.
3. Have general charge and supervision of the business and affairs of the Association and perform duties usually incident to the office of president of a not-for-profit Association.
4. Sign and execute all contracts, agreements, or other obligations in the name of the Association.
5. Be a member ex-officio of all committees, including standing ad hoc committees, except the nominating committee.
6. Appoint the committee chairpersons, including standing and ad hoc committees, in cooperation with the executive board in accordance with Article VII, Section 4 of these bylaws.
7. Coordinate the work of the officers and the committees of the Association in order that the objectives of the Association may be promoted.
8. Be familiar with the basic tenets of Robert's Rules of Order.

The **vice president of Marketing** shall:

1. Attend all meetings of the Association and the executive board.
2. Act as an aide to the president.
3. Meet and consult with committee chairs as needed.
4. Provide a Plan of Work and communications area budget for SCA Treasurer.
5. Oversee SCA website and send out SCA Monthly e-communications.
6. Oversee communications throughout the year.
7. Oversee SCA bulletin Board updates, Publicity/Community Relations, Hospitality.
8. Assist SCA volunteers as needed.

The **vice president of Fundraising** shall:

1. Attend all meetings of the Association and the executive board.
2. Act as an aide to the president.
3. Perform the duties of the president in that absence of that officer.
4. Meet and consult with fundraising committee chairs as needed.
5. Perform other such duties as may be delegated.
6. Review the monthly bank reconciliation of the Association.
7. Oversee existing and ad hoc fundraising efforts that support the objectives of the Association.
8. Provide a Plan of Work and fundraising area budget for SCA Treasurer.
9. Assist SCA volunteers as needed.