

**South East Alaska Friends of Montessori
Board Manual
Updated March 2014**

- **Duties and Responsibilities of Board Members**
- **Procedures for Election of Board Members**
- **New Board Member Orientation**

Excerpts from Bylaws in *italic*.

President. *“The President shall serve as the official representative of and spokesperson for the corporation, shall preside at Board meetings, shall chair the Executive Committee, and shall perform such other duties as may be prescribed in these by-laws.”*

The President guides SEAFOM’s vision and leads the Board and membership in upholding the organization’s principles and endeavors. The President serves as the key point of contact for all matters of the organization among its members and the public. Duties of the President include:

- Lead the Board in establishing annual goals and priorities to accomplish the business of the corporation.
- Lead the Executive Committee in drafting policies and developing special projects.
- Prepare the agenda and packet for Board meetings.
- Preside at the annual Board meeting and other meetings of the Board.
- Recommend committee appointments to the Board.
- Provide and encourage communications between Board members, committees, and others who are interested in SEAFOM’s mission.
- With the Treasurer, serve as representative to SEAFOM’s charitable gaming permit.
- Sign contracts and other official documents of the organization.

Vice President. *“The Vice-President shall assist the President, shall perform the duties of the President in the absence or disability of that officer to act, and shall serve on the Executive Committee.”*

Duties of the Vice President include:

- Assist in the development of Board meeting agendas.
- Participate in the Executive Committee in matters including policy development and special projects.
- Serve as President during the absence of the President or at such times as requested by the President.
- Serve as a liaison between SEAFOM and Juneau Montessori School. Share SEAFOM information with JMS and communicate regularly with JMS Executive Director, teachers, and Board

Past President. The Past President serves as a mentor to the President and Vice President, and assists with duties of the organization as determined by the President. Duties of the Past President may include assisting with special projects, scholarship programs, or awards/recognitions.

Secretary. *“The Secretary shall see that the minutes of all meetings are recorded, and shall note the votes of the Board by name. The Secretary shall distribute the minutes of each meeting prior to the next regularly scheduled meeting and shall maintain an accurate file of the minutes. The Secretary shall keep files on all Corporation activities and correspondence, and shall be responsible for annual non-profit corporation reports as required by the State and/or Federal government(s). The Secretary shall also conduct the election of the Board Members at the Annual Meeting. The Secretary shall serve on the Executive Committee.”*

The Secretary has the following additional duties:

- Participate in the Executive Committee in matters including policy development and special projects.
- Record minutes of Board meetings, including attachments and handouts, and distribute draft minutes to President for review within 2 weeks of the meeting.
- Maintain the record of Board membership and elections, and notify the Nominating Committee Chair of all vacancies by March 1 of each calendar year.
- Forward relevant information (approved minutes, reports, etc.) to website coordinator.
- Coordinate logistics and provide support to the annual membership meeting. Give public notice to all members at least one week in advance
- Provide a few hard copies of minutes to be reviewed at each meeting.
- Assist the President in providing communications to members and the public.

Treasurer. *“The Treasurer shall have custody of all of the Corporation’s funds, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with the approved budget, as authorized by the Board of Directors. The Treasurer shall keep the Board apprised of overall finances and cash flow, shall make a full report at the Annual Meeting, and shall propose the following year’s budget. The Treasurer shall also maintain such books, accounts and records so as conform to the requirements of these by-laws and to the tax-exempt status administered by the U.S. Internal Revenue Service, and shall submit such documentation as is required by the U.S. Internal Revenue Service. The Treasurer shall chair the Finance Committee and shall serve on the Executive Committee.”*

The Treasurer has the following additional duties:

- Chair the Finance Committee, and lead the preparation of an annual draft budget that is presented to the Board.
- Participate in the Executive Committee in matters including policy development and special projects.
- Provide current financial report (profit/loss statement) at each Board meeting, and provide ongoing budget status reports to the Board.
- Process approved payments and reimbursements that are in accordance with the approved budget within 21 days of receipt.
- Maintain SEAFOM’s bookkeeping including checkbook in established format; prepare and coordinate book keeping for periodic audits, tax and corporate filings, and similar. Prepare, issue, and maintain records of, all year end documents.
- With the President, serve as SEAFOM’s representative to charitable gaming permit.
- Maintain all records and conform to the requirements for the Charitable Gaming Account.
- Check SEAFOM mailbox at least once/week.
- Participate in the Catherine Fritz Kindergarten Scholarship Committee in matters including setting deadlines, distributing scholarship materials to potential applicants, receiving applications and corresponding documents, awarding scholarships and the distributing scholarship funds.

Membership Chair. *“This committee (Membership/Nominating) maintains the membership rolls and conducts membership drives. It also serves as a nominating committee and in this capacity identifies, screens, and recommends prospective trustees, produces and updates the Board Manual, and assists in the recruitment and orientation of trustees.”*

The Membership Chair has the following additional duties:

- Encourage participation in the Membership/Nominating committee; lead committee meetings.
- Hold periodic committee meetings to develop ideas and promote membership through annual events and ongoing membership drives.

- Provide ongoing communications between Montessori schools and SEAFOM regarding membership.
 - Develop membership recruitment information to share with Montessori schools and post on websites.
 - Reach out to schools with information about SEAFOM to encourage membership and participation.
- Maintain current and historical membership data.
- Provide membership reports at meetings of the Board of Directors and the Annual Membership Meeting.

Web Site Coordinator. Keep the website up to date.

Executive Committee. *“This committee is empowered to act for the full board in matters that require immediate action and/or do not involve major questions of policy or funding. It is the chief coordinating committee for the board, mapping out how the board’s business should be conducted, setting agendas, coordinating long-range planning, and communicating with the other committees in order to organize all specific plans into a coherent whole. It also develops personnel policies, evaluates personnel, and handles grievances. The Executive Committee may meet and act for the dispersion of funds up to \$1,000 without the consent of the total Board in order to further the purposes and objectives of the Corporation as outlined in these by-laws. The corporation’s President chairs this committee and the Vice President, Treasurer and at least one other Board Member serves on this committee.”*

Finance Committee. *“This committee is empowered to study and make recommendations regarding all financial procedures and controls, assist in the preparation and presentation of budgets, and review all financial statements and reports. This committee is chaired by the Treasurer of the Board.”*