



# Kachemak Kids

Early Learning Center

## OFFICER JOB DESCRIPTIONS

### *Chairperson*

- Fulfill all responsibilities of a KKELC board member
- Solicit timely reports from other officers and committee chairs
- Solicit agenda items and draft meeting agendas
- Preside at board meetings
- Call for and preside over at least one family-wide meeting yearly
- Appoint chairpersons of standing and ad hoc committees
- Serve as ex-officio member of all committees except nominating
- Supervise center's executive director
- Oversee the yearly evaluation of center's executive director

### *Vice Chair*

- Fulfill all responsibilities of a KKELC board member
- Assume the duties of the president in the president's absence or in the event that the chairperson cannot otherwise fulfill these duties
- Be responsible for parent program evaluation process
- Arrange for at least 2 school-wide social functions yearly
- Perform duties as requested by the president

### *Secretary*

- Fulfill all responsibilities of a KKELC board member
- Record, file, and distribute meeting minutes and other proceedings of the board
- Conduct any correspondence of the board
- Conduct elections of the board
- Serve on the board development committee

### *Treasurer*

- Fulfill all responsibilities of a KKELC board member
- Consult with executive director and bookkeeper regarding the financial condition and business transactions of the center
- Chair Finance Committee
- Present monthly financial reports to the KKELC board with the assistance of the executive director and the bookkeepers
- Prepare gaming permit application and related documents
- Respond to public inquiries regarding the financial status of the Center
- Coordinate tax return with accountant, executive director and bookkeepers