

Willingness To Serve Form

Plant Academic Foundation Board 2021-2022

On behalf of the Academic Foundation, we invite you to consider serving as a board member of The Plant High School Academic Foundation for the school year 2021-2022 in one of the following positions:

- **President Elect:** Assumes the role of president in following year; presides over meetings if President is unable.
- **VP Membership:** Coordinates membership drive and maintains excel spreadsheet reporting of memberships.
- **VP Business Partnerships:** Oversees committee responsible for acquiring and maintaining Business Partnerships.
- **Assistant Treasurer:** Maintains foundation scholarship records and annual reporting to donors; assists Treasurer with teacher grant requests; assumes the role of Treasurer in following year. Treasurer utilizes Quickbooks and Microsoft Excel in maintaining financial records and expenditures for the organization. Two year commitment.
- **Recording Secretary:** Records and maintains all meeting minutes, attendance records and sign in sheets.
- **Corresponding Secretary:** Prepares written communication as required by the Executive Board.
- **Faculty Honor Roll Chair:** Manages the promotion, implementation and letter writing for Spring fundraising campaign. Two year commitment.
- **Scholarship Liaison:** Chairs the Scholarship Committee and oversees the selection of our scholarship recipient(s).
- **PTSA Liaison:** Serves as an information conduit between the Academic Foundation and the Plant PTSA.
- **Hospitality Member at Large:** Provides light refreshments for all the General Meetings.
- **Membership Member at Large:** Assists the VP of Membership in promoting individual and family support of the Academic Foundation.
- **Business Partner Member at Large:** Assists the VP of Business Partnerships in renewing or securing new business partners.
- **Faculty Honor Roll Member at Large:** Assists the Faculty Honor Roll Chair with the annual campaign and assumes the FHR Chair position in the future. Two year commitment.
- **Website:** Maintains website.
- **Social Media Chair:** Manages Facebook and Twitter accounts for Academic Foundation.

Board Members and Committee Chairs attend and participate in Board meetings (1st Tuesday of the month) and AF General Meetings monthly (2nd Tuesday of the month).

YES! I am willing to serve:

NAME: _____ PHONE: _____
EMAIL: _____

GRADE LEVELS OF YOUR NON-COLLEGE AGE CHILDREN DURING THE 2021/2022 ACADEMIC YEAR

Please contact me about serving on next year's Academic Foundation Executive Board in the following capacity:

1st Choice _____ 2nd Choice _____

Relevant Board or Other Experience:

Please complete the form and return it by **February 21, 2021** to:

Email your completed form to **Dana Kanfer** at danakanfer@gmail.com or **Tina Scott-Clark** at tmsclark00@gmail.com

We welcome and appreciate your support and involvement!