

LINK, Inc.

President

- § Serve as First Director on the Executive Board
- § Schedule all meetings, create agendas, and facilitate all meetings of the general body.
- § Maintain proper line of communication with the school administration.
- § Work with staff, parents, and administration to help provide BMS with needed materials, resources, and volunteers.
- § Work with LINK, Inc. to help keep group working in the proper direction(s).
- § All letters, emails, and postings shall be approved by the Board and may be edited prior to being sent.
- § If unavailable to attend monthly meetings send a written update to LINK, Inc. via email or school mail.

LINK, Inc.
Vice President

- § Serve as Director on the Executive Board
- § In the absence of the President, assume all of his/her responsibilities
- § Update websites
 - Send updates to webmaster for LINK website
 - Update school website calendar
- § Coordinate "Hot Topic"
 - Solicit ideas from parents
 - Arrange speakers and dates throughout the year (except September, December, May and June)
- § Write article for and send calendar dates to monthly school newsletter editor
- § Advertise activities to the public as necessary through cable, newspaper, email lists, websites
- § Respond to email requests
 - Reply
 - Forward as necessary
- § All letters, emails, and postings shall be approved by the Board and may be edited prior to being sent.
- § If unable to attend monthly meetings, send a written update to the President via email or school mail

LINK, Inc.
Secretary

- § Serve as Director on the Executive Board
- § Record meeting minutes
- § Distribute meeting minutes for comment and approval
- § File meeting minutes
- § Keep historical meeting minutes in your possession
- § Maintain updated version of LINK, Inc By-Laws
- § Bring copy of By-Laws to all meetings
- § Respond to communication requests
- § Send thank you notes as necessary
- § All letters, emails, and postings shall be approved by the Board and may be edited prior to being sent.
- § If unable to attend a meeting
 - Send a written update to the President about any projects
 - Find replacement to take meeting minutes

LINK, Inc.

Treasurer

- § Serve as Director on the Executive Board.
- § Have custody of all funds belonging to LINK, Inc.
- § Keep a full and accurate account of all receipts and expenditures.
- § Present a monthly statement of account to all members.
- § All letters, emails, and postings shall be approved by the Board and may be edited prior to being sent.
- § If unavailable to attend monthly meetings send a written update to LINK, Inc. via email or school mail.

LINK, Inc.

Volunteer Coordinator

- § Work with staff and administration to fill volunteer positions and needs.
- § Send out forms seeking volunteers.
- § Keep volunteer information organized.
- § Communicate with volunteers when and where they are needed.
- § All letters, emails, and postings shall be approved by the Board and may be edited prior to being sent.
- § If unavailable to attend monthly meetings send a written update to LINK, Inc. via email or school mail.

LINK, Inc.

Grants Coordinator

- § Research possible grants.
- § Write grants LINK, Inc. can qualify for or find volunteers to help write.
- § Keep communications open with staff regarding possible needs for grants.
- § All letters, emails, and postings shall be approved by the Board and may be edited prior to being sent.
- § If unavailable to attend monthly meetings send a written update to LINK, Inc. via email or school mail.

LINK, Inc.

Fundraiser Coordinator

- § All fundraising project must be approved at a LINK meeting.
- § Coordinate volunteers to execute the approved fundraisers.
- § Provide parents with necessary information to be involved and participate in fundraisers.
- § Estimate income and expenditures. Submit a Request for Funds for the amount needed to cover expenses related to each fundraiser.
- § All letters, emails, and postings shall be approved by the Board and may be edited prior to being sent.
- § If unavailable to attend monthly meetings send a written update to LINK, Inc. via email or school mail.

LINK, Inc.

Cultural Arts Coordinator

- § Coordinate two enriching cultural programs per year for BMS students
 - In early spring, have members vote at a meeting on a theme for the fall show
 - Research possibilities
 - In late spring, present three choices for performances/programs to the members at a meeting for a vote
 - In early fall, have members vote at a meeting on theme for the spring show
 - Research possibilities
 - In late fall, present three choices for performances/programs to the members at a meeting for a vote
- § Apply for Cultural Arts Grant (deadline usually early fall) to help fund one of the programs
- § Apply for any other grants that might be useful (ex. Jump Up and Go Grant)
- § All letters, emails, and postings regarding programs shall be approved by the Board and may be edited prior to being sent.
- § If unable to attend a meeting, send a written update to the President via email or school mail.

LINK, Inc.

After School Program Coordinator

- § Send application forms to potential instructors who are requesting to provide a program.
- § Make sure all instructors are CORI 'd.
- § Approve the programs based on guidelines.
- § Approve, along with the Board, the instructor's flyer.
- § Arrange facility use in the school for each program.
- § Notify Treasurer about details of programs by submitting the flyer from the instructor.
- § Collect registration fees. Submit to Treasurer.
- § Request payment to instructor from the Treasurer..
- § If unable to attend a meeting, send a written update to the President via email or school mail.
- § All letters, emails, and postings shall be approved by the Board and may be edited prior to being sent.