Foundation Uniting Neighbors of District 69 (FUND 69)
Board of Directors
Jobs of the officers

All job responsibilities are flexible and require working together on most projects. Every position is a two-year commitment

Chair
Responsibilities: oversee and assist with all aspects of the running of the foundation; set agenda and preside over meetings; retrieve incoming communications (phone, email, web site and mail) and work with secretary on all communications & correspondence; work with vice-chair to write newsletter three times per year (Sept., Jan., May); assist in all event planning; assure all event publicity is created and distributed when it is needed; make presentations to community and teachers; pay out funds (write checks); assist as needed in any role deemed necessary by the members of the board. (odd year election)

Vice-Chair
Responsibilities: assist Chair in general duties of running the foundation; perform duties of Chair in the absence or inability of that officer to serve; work with Chair on newsletter and event publicity; assist in all event planning; pay out funds (write check); assist as needed in any role deemed necessary by the members of the board; chair or serve on a committee. (even year election)

Treasurer
Responsibilities: receive all monies of the organization; keep accurate record of receipts and expenditures; prepare and present to board financial statements monthly; keep track of plan for future spending; complete tax forms and other government required paperwork; assist in any role deemed necessary by the members of the Board; chair or serve on a committee. (odd years election)

Secretary
Responsibilities: take minutes at all meetings, and distribute the minutes to Board of Directors and other interested community members (via email); keep records of contact information for all members of the board and other interested community members; assist in any role deemed necessary by the members of the Board; chair or serve on a committee. (even year election)

Sergeant-at-Arms
Responsibilities: assist Chair in running the meetings; ask for motions to be put forward and voted upon; generally keep order at meetings and keep things running on-time and on-task; assist in any role deemed necessary by the members of the Board; chair or serve on a committee. (odd year election)

Community Member
Responsibilities: represent the voice of the District 69 community; participate in all meetings and assist in any role deemed necessary by the members of the Board; chair or serve on a committee. (even year election)

Additional committees and volunteer positions:
Ink Cartridge Recycling program
IMODS Liaison
FAB Liaison