



## Comet Ed Fund Positions and Job Descriptions

Role	Description
President	<p>The President shall be the chief executive officer of the Creekside Comet Education Fund (also referred to as The Comet Fund or Ed Fund). The President shall preside over all meetings and the bi-annual meeting member meeting. Shall, in general, supervise and control all of the business and affairs of the Comet Fund, and shall be responsible for reporting to the San Ramon Valley Education Fund, as required, on the activities and operation of the Comet Fund. S/He shall be an ex-officio member of all committees except the nomination committee. The President or Vice President shall sign all authorizations for payment with the Treasurer. The President shall Coordinate Registration/Membership drive or designate a coordinator.</p>
Vice President	<p>The Vice-President shall, in the absence of the President, or in event of his/her inability or refusal to act, perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions of the President. The Vice-President shall perform such other duties from time to time as may be assigned to him/her by the President or the Board of Directors.</p>
Treasurer	<p>The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Comet Fund, and shall be responsible for providing the Foundation with all financial and accounting data required of the Comet Fund. S/He will keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Comet Fund, including specifically, the number of members and the donations collected from the members. Such books of account and records shall at all reasonable times be open to inspection by the Principal and Executive Board. S/He will prepare all authorizations for payment and forward to the President or Vice President for signature. S/He will present a treasurer's report at every meeting of the Comet Fund and at other times when requested by the Comet Fund. S/He will make an annual financial report to the Fund, which includes gross receipts and disbursements for the year. S/He will keep an accurate record of receipts and disbursements in a ledger, which is a permanent record and property of the Fund. The</p>

	Treasurer shall not delegate financial responsibilities without the prior approval of the Executive Board. All other financial records must be retained for seven (7) years including the current year.
Financial Secretary	The Financial Secretary shall work with the Treasurer to ensure monthly financial statements are accurate, signing all reconciliation reports. The Financial Secretary shall also receive copies of monthly bank & account statements, mailed directly from the bank, for review. The Financial Secretary shall sign the semi annual audit of the Fund and provide the signed copy to the Secretary for the permanent record. The Financial Secretary shall deposit all cash and checks received from events to the bank and provide deposit slip to the Treasurer for recording.
Secretary	<p>The Secretary shall keep the minutes of the bi-annual meeting and meetings of the Board of Directors, see that all notices are duly given in accordance with the provisions of these Bylaws, be custodian of the Fund's records and in general perform all duties incident to the office of Secretary.</p> <p>In addition, the Secretary shall:</p> <ul style="list-style-type: none"> <li>- Send out all Thank You notes</li> <li>- Order and track all Comet Fund signs and posters</li> <li>- Manage Comet Fund stationery and paper supplies</li> <li>- Organize binder in the school office with current minutes and financial statements</li> </ul>
Principal	The Principal will represent the staff and give advice of what type of funding/programs is the most beneficial to the students of Creekside Elementary School. In addition, the Principal will help set the Comet Fund calendar for the year to avoid conflicts and will build teamwork between the Comet Fund fundraisers and the school community.
Teacher Rep	The Teacher Rep will represent the Creekside Staff at the Comet Fund meetings and take current Comet Fund topics and details back to the staff. In return, the Teacher Rep will provide feedback to and from staff regarding Comet Fund matters. The Teacher Rep will be and advocate for all Comet Fund fundraisers to the staff and encourage participation.
PTA Rep	The PTA Rep will communicate to the Comet Fund, PTA activities and strategies when appropriate to ensure both organizations are in constant communication. Can be a secondary role to another position on the board. This person is appointed/agreed upon by the PTA Board.

Site Council Rep	The Site Council Rep will communicate to the Comet Fund any Site Council funding issues and activities when appropriate. S/He will ensure that both teams are in constant communication to ensure the best is being offered in terms of services and funding to the children of Creekside Elementary School. Can be a secondary role to another position on the board. This person is appointed/agreed upon by the Site Council Board.
Director, Grants	The Director of Grant Writing shall be responsible for researching possible grants that support the mission of The Comet Fund and where we are eligible. S/He shall work closely with the Principal and Board to complete the grant applications and submit them on behalf of The Comet Fund. S/He shall be responsible for all follow ups as required by the awarded grants. S/He shall help publicise these awards to our community.
Director, Communications	The Director of Communications shall be responsible for the communications strategy and execution for all digital media, public relations, media campaigns and community outreach in order to articulate the mission of The Comet Fund and solicit donations. S/He shall maintain The Comet Fund website, ensuring it is up to date with our latest fundraising goals, efforts and annual progress. S/He shall help provide awareness of our mission through additional email and snail mail campaigns, as well as through public postings. S/He shall support committee chairs in their efforts to market events such as Registration, The Comet Chase, Auction, etc.
Director, Corporate Programs	The Director of Corporate Programs shall be responsible for additional outside fundraising from our corporate partners. S/He shall oversee the following committees: Corporate Giving, Amazon Smile, Dining Days, Box Tops, Escript, Sports Basement, etc and help publicize these programs. S/He shall be aware of any end dates of these programs and help identify any new sources of corporate giving. S/He shall help secure annual corporate sponsorships from local businesses such as Danville Pediatric Dentistry and Orthodontics. S/He shall help maintain the relationship with these outside corporate partners.