

HILLTOP CHRISTIAN SCHOOL GOVERNING BOARD JOB DESCRIPTIONS

These job descriptions are considered guidelines. Specific duties may be reassigned to alternate positions as best suits the individual filling the role any given year.

EXECUTIVE BOARD

President-

- Develop and maintain board administrative calendar
- Work with Director to ensure smooth operation of school
- Meet with Director regularly
- Conduct regular board meetings
- Conduct meetings with Executive Board and Director when needed
- Follow up on ACTION items in Meeting Minutes
- Meets with the Vice President and Office Manager/Accountant regularly to look at the school's financial status.
- Contributes updates to monthly school newsletter as needed
- Attends church board and school staff meetings/events as needed
- Uphold Hilltop Christian School Board Mission Statement

Vice President –

- Prepare/ Maintain Yearly Budget
- Works with the Office Manager/Accountant on all finances.
- Oversees the development of financial policies.
- Chairs the Budget Committee responsible for developing the annual budget and presenting such budget to the Governing Board for approval.
- Makes recommendations to the Governing Board concerning the annual tuition and fee schedule.
- Works with the bookkeeper on staff regarding the keeping and maintaining of adequate and correct accounts of the school's business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and surplus.
- Makes recommendations to the Governing Board concerning financial or other institutions where the school's assets and liabilities are held or invested.
- Is knowledgeable about who has access to the school's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable.
- Works with the bookkeeper to ensure that appropriate financial reports are made available to the board on a timely basis.
- Contributes updates to monthly school newsletter
- Attends church board and school staff meetings as needed
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Secretary –

- Prepare and distribute meeting minutes to board members, staff, and others on the designated list
- Attend staff meetings when needed
- Work with office manager to maintain handbooks (including but not limited to: P&P, Parent and employee)
- Develop school newsletter monthly
- Review updates for printed materials as needed
- Work with office manager to develop/maintain school forms
- Distribute binder to new board members, and updates to current members, including, but not limited to: Policy and Procedures, By-Laws, Budget, Business Plan, Board/Staff Contact Information
- Contributes updates to monthly school newsletter as needed
- Attends church board and school staff meetings as needed
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GENERAL BOARD POSITIONS

Fundraising Chair

- Oversees the two major school fundraisers of the year
- Fall Festival and Fun Run – bounce houses, carnival games, teacher booths, cake walk, food booths
- Spring Social/Blooming Bash – dinner, silent and live auctions, etc.
- Develops and maintains fundraising calendar with Parent/School Coordinator
- Coordinates collection drives: Box tops, Labels for Education etc.
- Coordinates community partner fundraisers: Smith's, Fresh Market, Chick-Fil-A, Zupas, etc.
- Contributes updates to monthly school newsletter
- Coordinates volunteers for fundraising efforts
- Oversees Fundraising Budget
- Attends church board and school staff meetings as needed
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Fundraising Co-Chair and/or Special Projects –

- Assists Fundraising Coordinator
- Oversees minor single-event fundraising activities (SquareOne Art, selling roses at the holiday program, etc.)
- Attends church board and school staff meetings as needed
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Parent/School Association (PSA) Coordinator

- Develops PSA calendar of events with Director and office manager
- Coordinates PSA Activities (meet and greet, on-site community focused events)
- Oversees PSA Budget
- Contributes PSA/Volunteer updates to newsletter
- Coordinates publicity with Board/Staff/Parents for PSA events
- Coordinates Spirit Weeks (Fall, Spring): flyers, collections
- Organizes/Executes Book Fair (Fall and Spring)
- Coordinates Teacher Appreciation Week with Room Parent
- Organizes/Executes Christmas program and end of year picnic
- Assists School Director in coordinating Room Parent responsibilities
- Attends church board and school staff meetings as needed
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Advertising/Marketing Coordinator-

- Work with Director to set up community appearances
- Advertise in multiple publications across the south valley for events: Registration, Open Houses, Summer Camp, etc.
- Develop Advertising/Marketing Calendar with Director
- Oversees Advertising Budget
- Arranges Hilltop Merchandise orders
- Monitor and update HCS online presence (includes social media) as needed
- Attends church board and school staff meetings as needed
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Church/School Coordinator

- Church liaison (attends staff and council meetings as necessary)
- Follows up on maintenance issues and meets with HUMC Trustees as necessary
- Plans and promotes Fall and Spring Work Days with Director in conjunction with HUMC Work Days
- Contributes to school newsletter monthly church activities
- Contributes to church newsletter monthly Hilltop activities
- Attends church board and school staff meetings as needed
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Curriculum & Accreditation Coordinator –

- Assist/work closely with staff to accomplish accreditation work
- Assist staff with curriculum development as needed
- Oversees chapel curriculum as needed
- Coordinates with staff/board/parent committee on chapel activities
- Works with Director on updating curriculum when needed
- Works with Director on purchasing new curriculum when needed
- Attends church board and school staff meetings as needed
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Hospitality Coordinator –

- Send out cards (birthdays, baby, get well, etc.)
- Contribute newsletter article each month
- Welcome new families (personal contact and answer questions)
- Organize staff luncheons and dinners (assessments and teacher appreciation)
- Assist other members/staff as needed
- Coordinate Board/Staff Christmas Party
- Attends church board and school staff meetings as needed
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