

	LHS - IBPA Volunteer Leadership Descriptions	Avg Hours/Month
<b>Board</b>		
Chair	Prepares agendas and presides at all meetings of the members and the Board of Directors; calls all special meetings and appoint chairs of standing and ad-hoc committees; is an ex-officio member of all committees and approves all communications of a general nature sent out in the name of the LHS - IBPA; performs such other duties as directed by the Board	6-8
Chair Elect	Performs the duties of the Chair if the Chair is absent or unable to perform the same; succeeds to the office of the Chair at the end of the term of office and shall perform other duties as directed by the Board	3 - 5
Secretary	Keeps an accurate record of the proceedings of the members meetings and of the Board; conducts the correspondence of the LHS - IBPA and Board; collects and records all amendments to the bylaws and standing rules of the LHS - IBPA; responsible for giving notice of the date and time of all special Board meetings	3 - 5
Treasurer	Accounts for all funds of the LHS - IBPA; reports to the Board and membership at each meeting or when requested by the Board; utilizes Quickbooks software to keep an accurate record of deposits and expenditures; prepares a budget for Board approval; keeps accurate record of membership for voting purposes, shall make the same available upon request to the Board and/or nominating committees; maintains contact with the LHS Financial Secretary and works with that person to provide accurate reports for the organization. <b>Note: Experience with Quickbooks is required.</b>	3 - 5
Treasurer - Oversight	Provides oversight to the Treasurer position	1
Fund Raising	Coordinates, facilitates, and oversees fundraising activities of the organization	5 - 10
<b>Committee Chairs</b>		
King Soopers Card Donation Program Administrator	Maintains and tracks the King Soopers donation card program, produces monthly and/or quarterly reports, interfaces with ShopWithScrip donation program administrator and LHS-IBPA treasurer. <b>Note: Advanced knowledge and experience with Excel/Google spreadsheets and formulas is required.</b>	1 - 3
ShopWithScrip Donation Program Administrator	Maintains and tracks the ShopWithScrip donation program, produces monthly and/or quarterly reports, interfaces with King Soopers donation card administrator and LHS-IBPA treasurer	1 - 3
Fundraising Marketing/Corporate Sponsors	Produces LHS - IBPA marketing materials, identifies potential corporate donors, interfaces with businesses to solicit and secure donations	1 - 3
Short Term Fundraisers	Planning and oversight of short fundraisers, typically with restaurants such as iPie, Chipotle, Jamba Juice, Noodles & Company, etc.	1 - 3
Library Program	Organizes, recruits, and directs the LHS Library Program after hours volunteers	2 - 5
Membership	Communicates membership benefits, recruits members, interfaces with LHS - IBPA treasurer	1 - 3
Newsletter	Produces the LHS - IBPA newsletter 4x per school year (generally Sep, Dec, Mar, May)	2-3
Nominating	Organizes and directs the process of filling board and committee chair member positions, as well as oversees the board election process (Feb - Apr time frame)	1 - 3
Social Media	Maintains and updates the LHS - IBPA Facebook and Instagram pages	2 - 5
Social and Special Events	Develops and coordinates LHS-IBPA study, special, and social events	3 - 5
Staff Appreciation/Hospitality	Organizes and directs LHS Staff Appreciation and recognition events; typically co-chaired	3 - 5
LHS - IBPA Website	Maintains and updates the LHS - IBPA website (Weebly), interfaces with LHS web master	1 - 2
Exam Proctor Coordination	Organizes, recruits, and directs the volunteer exam proctors for spring IB and AP testing; utilizes SignUpGenius (Feb - Apr time frame)	2 - 5
Scholarship	Maintains and updates the requirements for the annual LHS - IBPA scholarship application, recruits qualified reviewers, directs the review and selection process. <b>Note: The Scholarship chair may not be the parent of a LHS senior.</b> (Feb - Apr time frame)	3 - 5
Scholarship Elect	Succeeds to the position of the Scholarship Committee chair at the beginning of the following school year.	3 - 5
Senior Banquet	Organizes, communicates, and directs the annual LHS - IBPA sponsored senior banquet for graduating IB seniors; typically co-chaired (Feb - May time frame)	3 - 5
<b>Class Advocates</b>	Advocates for and interfaces with LHS IB families and students, by specified class year	<b>As needed</b>
	Senior	
	Junior	
	Sophomore	
	Freshman	