

Note: The following are descriptions designed to provide an overview of the FOJ Board roles. Descriptions may change based on needs of the organization.

General Friends of Jones (FOJ) Board Composition and Terms

- Efforts are made to include at least one parent or guardian of a student from each grade (grades 9-12) represented at JCP
- Elections are held annually by June, with terms being from July to June
- Officers and Directors are elected for a one-year term and may be reelected, except for the Vice Chair that moves into the Chair position after the completion of their Vice Chair term
- All roles are voting members unless identified by an asterisk (*) on the table below

Overall Expectations

- Attend monthly meeting
- Perform assigned position responsibilities
- Represent FOJ as required at Jones College Prep meetings and events
- Be familiar with FOJ bylaws, process, and procedures
- Bring innovative thinking to help maintain the relevance of FOJ to the Jones Community
- Sign conflict of interest agreement on an annual basis
- Attend FOJ events
- Donate to the annual fund at any level, and \$50 for the online spring auction is requested but not required

Note: FOJ strives to have 100% participation of our Board members contribute to the Annual Fund. Contributions can be made in any dollar amount

Officers

Position	Description
Chair	<ul style="list-style-type: none"> • Serves as the Chief Executive Officer of the Organization • Provides the general supervision and direction of all its business affairs • Presides at meetings of the Directors • Attends the monthly grant review meeting with the Principal • Represents the FOJ at Jones and community events as required
Vice Chair	<p><i>Note: 2-year commitment, moves into Chair position year 2</i></p> <ul style="list-style-type: none"> • Performs the duties of the Chair in the absence of the Chair • Chairs the Nominating and Bylaws Committees • Serves as parliamentarian for annual and monthly meetings • Represents FOJ at LSC meetings • Attends the monthly grant review meeting with the Principal • Leads special projects as requested by Chair

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Position	Description
Secretary	<ul style="list-style-type: none"> • Maintains the corporate records, post office registry, and email addresses of each Director • Ensures that all notices are duly given following the Bylaws • Records the minutes, motions, and votes of the annual meeting and all meetings of the Directors • Takes attendance and minutes at monthly meetings, • Works with Chair to distribute previous months minutes to Board before the monthly meeting • Posts approved minutes on FOJ site • Manages the overall FOJ communication calendar to prevent over saturation of communications and alignment to other Jones communication efforts • Ensures communication pieces support desired FOJ brand
Treasurer	<ul style="list-style-type: none"> • Prepares annual budget in July with input from Board Members • Works with outside resources to created audited financials • Oversees all funds • Deposits all money received by FOJ in the appropriate depositories • Makes disbursements as authorized by FOJ • Maintains appropriate books and accounts • Presents financial reports monthly to the Directors and annually to the membership • Files tax and state reporting documents according to law

Board Members

*Note: Non-voting roles indicated by *.*

Position	Description
Alumni Relations Chair / Assistant Chair*	<ul style="list-style-type: none"> • Serves as a liaison to Jones alumni to increase alumni engagement and school connection • Engages with alumni through an online newsletter featuring school news and alumni updates, the Jones alumni social media accounts (Facebook), and inviting invitations to some appropriate events such as the Jones 5K, the annual spring gala, and our annual Alumni Night at the Theatre • Establishes a more formalized committee but always maintain connectivity to our FOJ community • Curates school artifacts and historical documents as required

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Annual Fund Chair / Assistant Chair*	<ul style="list-style-type: none"> • Develops communications plan and the timeline for campaign letters, emails, newsletters, etc. • Writes and coordinates the distribution of the communication pieces • Serves as the voice of annual fund to solicit donations during Jones events and meetings • Maintains the annual fund specific material (e.g., multi-lingual donation banners) • Responds to inquiries from parents and such regarding anything relating to the annual fund • Writes handwritten personal thank you notes to donors as required • Prepares annual fund recap for monthly FOJ meetings, annual meetings, and annual report
Corporate Banner Chair / Assistant Chair*	<ul style="list-style-type: none"> • Manages the banner fundraising activity by securing sponsors • Develops the communications plan and timeline for banner sponsor solicitation letters, emails, newsletters, etc. • Writes and coordinates the distribution of communication pieces • Coordinates the printing and hanging of banners • Responds to inquiries relating to the banners • Writes handwritten personal thank you notes to sponsors as required • Prepares banner recap for monthly FOJ meetings, annual meetings, and annual report
Counselor Liaison Chair / Assistant Chair*	<ul style="list-style-type: none"> • Creates master calendar and expected yearly expenses with the Counseling Department to generate main grant request • Serves as liaison between Jones Counseling Department and FOJ to reinforce announcements or requests • Works with Counseling Department on parent night events • Supports the Jones Counseling Department during counseling week and college decision day/cupcake day • Supports counseling and alumni relations in getting graduating seniors to sign up for the alumni database
Diversity, Equity, & Inclusion Chair / Assistant Chair*	<ul style="list-style-type: none"> • Ensures that the FOJ Board's process and policies encourage diversity, equity, and inclusion • Encourages engagement of all clubs, teams, and facility members with FOJ • Leads the Parent Voice Committee to address diversity, equity, and inclusion issues
5K Eagle Run Chair / Assistant Chair*	<ul style="list-style-type: none"> • Coordinates securing permits and port-a-potties on the chosen date, including contract review and payments • Communicates details of event to Jones community through promotional flyers, newsletter, social media, and email blasts • Manages logistics of the event and any outside parties • Orders t-shirts and any other giveaways • Works with Volunteer Coordinator to secure volunteers • Performs event closeout activities (i.e., thank you notes, newsletter, final numbers)

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Friendraiser Chair / Assistant Chair*	<ul style="list-style-type: none"> • Coordinates securing the venue on the chosen date, including contract review and payments, for typically three annual social events (beginning, middle and end of year) • Manages logistics of the event (i.e., menu, band, dessert, donations, photographer) with the venue and outside parties • Communicates details of the event to Jones community through promotional flyers, newsletter, Freshman Connection, Back to School Night, social media, and email blasts • Works with Volunteer Coordinator to secure volunteers • Performs event closeout activities (i.e., thank you notes, newsletter, final numbers)
Grant Coordinator Chair / Assistant Chair*	<ul style="list-style-type: none"> • Ensures that all clubs, teams, and facility members understand the FOJ grant approval process • Reviews grants submitted to ensure accuracy and completeness of the information • Leads monthly grant review meeting with Principal • Provides FOJ Board with grant request details and makes a motion to accept grants • Communicates grant decision to the submitter • Posts grant activity to Jones community via newsletter, website, and annual fund • Maintains history of grant requests • Follows-up with grant requesters to get feedback or pictures to use in communication
Hospitality Chair / Assistant Chair*	<ul style="list-style-type: none"> • Handles planning and logistics for the following events: (Aug) teacher luncheon, (Sep) back to school night, (Oct) open house for incoming Freshman, conference/report card pick-up, (Mar/Apr) Freshman welcome, (Jun) Senior's last day, and (Jul) Freshman Connection • Works with Volunteer Coordinator to secure volunteers for events • Coordinates any approved one-off events identified by administration or FOJ
Joneswear Chair / Assistant Chair*	<p>Note: There is a desire to offer an online store. FOJ is looking for individuals with an interest or background in e-commerce.</p> <ul style="list-style-type: none"> • Manages the product inventory for the school store and sales events • Works with Volunteer Coordinator to work in the store and sales events • Coordinates volunteer shifts for the store and sales events • Merchandises the store to promote higher sales • Identifies new products/product lines • Communicates Joneswear purchasing opportunities through FOJ website, newsletter, and social media • Prepares Joneswear recap for monthly FOJ meetings, annual meetings, and annual report

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Library Volunteers Chair / Assistant Chair*	<p>Note: The position does not require that the coordinator volunteer for a library shift, though this is recommended.</p> <ul style="list-style-type: none"> • Works with Volunteer Coordinator to find volunteers as needed • Ensures that the library desk is staffed with volunteers in the morning before school hours, during the day (including lunches and Ac Labs), and afternoons after school • Works with Jones' librarian to make sure substitutes are contacted when necessary
Newsletter Chair / Assistant Chair*	<ul style="list-style-type: none"> • Serves as editor for the bi-weekly newsletter • Coordinates production of the newsletter by performing tasks such as sends submission deadline reminders, gathering copy and graphics, laying out stories, manipulating graphics and photos, editing and proofreading all content, and writing some copy • Troubleshoots technical issues in newsletter production
Online Auction Chairs (2)	<ul style="list-style-type: none"> • Writes auction item solicitation communications • Sends direct mail to previous years' donors with email follow up • Secures and picks up donations for online and live and mini live auctions • Enters all auction items into auction software • Creates Event, Ticket, and Auction detail pages • Processes tickets and sponsorships • Responds to inquiries relating to donations • Ensures donation letter is provided to the donor • Processes auction and paddle raise funds with follow up on credit card failures • Coordinates storage and distribution of auction items and related tax letters • Performs event closeout activities (i.e., thank you notes, newsletter, final numbers)
Sports Fundraising Chair / Assistant Chair*	<ul style="list-style-type: none"> • Establishes relationships with the sports teams and sports clubs to determine what, if any, collaboration can take place between the teams and FOJ (e.g., online auction item donation, Joneswear sales, sports specific fundraising brainstorming) • Works with each team to establish (ideally) two Parent Liaisons for each team to work with the FOJ Sports Fundraising Committee

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Position	Description
Spring Benefit Chairs (2)/ Assistant Chair*	<ul style="list-style-type: none"> • Coordinates securing a venue on the chosen date, including contract review and payments • Manages logistics of the event (i.e., menu, entertainment, photographer) with the venue and outside parties • Secures sponsorships for the event • Communicates details of the event to Jones community through promotional flyers, newsletter, social media, and email blasts • Works with Volunteer Coordinator to secure volunteers • Performs event closeout activities (i.e., thank you notes, newsletter, final numbers)
Social Media Chair / Assistant Chair*	<ul style="list-style-type: none"> • Manages social media accounts • Works with other Board members to identify stories and features • Posts meaningful and impactful stories to accounts on a timely basis to keep FOJ messaging fresh
Volunteer Coordinator Chair / Assistant Chair*	<ul style="list-style-type: none"> • Works with Jones administration to identify event parent volunteer opportunities (e.g., Open House, dances, testing) • Maintains list of parent volunteers • Secures parent volunteers for the identified event • Communicates details of the event to volunteers • Performs event closeout activities (i.e., thank you notes, newsletter)