



High School Advisory Board Positions and Responsibilities

Chairman: The Chairman is expected to oversee the Board's operations and supervise the other members of the Board. He or she is often the face of the team, and will represent the group to the community and in public events.

- Organizes and leads meetings with the rest of the Board. The Board is expected to meet a minimum of two times per semester. The Chairman is responsible for calling additional meetings if necessary, and the most appropriate medium for the meeting (i.e. in person, Skype, Google Hangout etc.)
- Provides the overall vision and sense of direction for the Board
- Establishes short and long term objectives for the Board
- Represents and speaks on behalf of the Board to outside groups and the media
- Acts as the primary contact with the Kids' Meals staff, including and most importantly the executive director, Beth Harp
- Delegates tasks to the other members of the Board as needed
- Ensures future stability of the Board, including setting a process for leadership transition

Vice Chairman (Chairman Elect): The Vice Chairman will oversee all internal operations of the Board, ensuring that Board members have what they need to accomplish their goals.

- Actively keeps up-to-date with all projects that the Board may be working on
- Assumes the responsibility of the Chairman in the case of his/her absence
- Provides data from previous projects and events to the Board to benefit from past experiences and from suggestions
- Provides timely and interesting advance information for newsletters, social media, and mailings
- Provides or coordinates information on forthcoming events to the secretary for inclusion in meeting notices or newsletters
- Ensures strong leadership succession by identifying and recruiting future Board members

Treasurer: The Treasurer is responsible for establishing and maintaining all financial records for the Board. He or she will ensure that the Board has the necessary funds to accomplish its goals.

- Keeps an updated written account of all financial transactions carried out by the Board
- May be expected to communicate with the Kids' Meals Executive Board of Directors to discuss budget allowances for the High School Advisory Board
- Reports regularly to the Board and members about the current financial status of the Board
- Maintains thorough records of all fundraisers carried out by the Board

Secretary/ Communications Chair: The Secretary is responsible for maintaining notes and records on all activities of the Board, including meetings, events, and numbers. The Secretary will also act as the Communications Chair, and will be responsible for media related duties.

- Takes attendance and detailed notes at all meetings
- Sends out notices about upcoming meetings to the other members of the Board, including what is to be accomplished by the end of the meeting
- Manages social media accounts for the Board, which should encompass Facebook, Instagram, and Twitter
- Manages a roster of all Board members which includes pertinent contact information such as current address, telephone number, and email address
- Assists the Chairman in organizing Board meetings

Event Chairs (2 positions): The Event Chairs are responsible for organizing events to benefit the Board and Kids' Meals as a collective whole.

- Organize events such as food drives, fundraisers, plastic baggie drives etc. that will aid Kids' Meals in its mission to feed the poverty-stricken children of Houston
- Promote Kids' Meals running campaigns such as the Lunch Pack Drive
- Communicate all details of planned events with the rest of the Board

Volunteer Chair: The Volunteer Chair is responsible for recruiting and gathering volunteers throughout the year to aid the Board and Kids' Meals as a collective whole.

- Recruits volunteers, preferably of high school age, to assist the Board in planned events
- Forms volunteer groups to come in to the Kids' Meals headquarters and work volunteer shifts

Kids' Meals High School Advisory Board Application

Basic Information

Name: _____

Classification by year: _____

Position Sought: _____

Phone: _____

Email Address: _____

Short Answer Questions- Do not exceed a total of one page.

1. Why do you want to be a part of the Kids' Meals High School Advisory Board?
2. Describe any past experiences you've had with non-profit organizations.
3. How can you contribute to the primary mission of Kids' Meals through your involvement?

Additional Documents

1. Résumé

Important Information

- Please email your application to bharp@kidsmealshouston.org by **Sunday, September 17, 2017, 5:00pm**
- Contact: Beth Harp at bharp@kidsmealshouston.org with additional questions or concerns

Thank you for your interest in Kids' Meals! Good luck!