

# WFHESL Volunteer Positions

## **President**

Schedule and preside over board meetings and league-wide meetings. Communicate with members, non-members, and the general public about league and/or homeschooling issues and events. Delegate tasks to other board members as needed. This is a voting board position and the president is expected to attend all board meetings.

## **Vice President**

Fill in for president when needed. Perform tasks requested by the president. This is a voting board position and is expected to attend all board meetings.

## **Treasurer**

Track and give a report on all league monetary dealings, prepare and file documents required by the state of Florida and IRS, work with those who coordinate events within the league and provide payment to vendors, prepare annual budget, etc. Expected to attend all board meetings. This is a voting board position when filled by a league volunteer, but is a non-voting position if compensation is provided in the absence of a volunteer league member.

## **Secretary**

Take minutes at meetings, prepare copies to be uploaded to web site, check the P.O. box, respond to membership or other informational inquiries. This is a voting board position and is expected to attend all board meetings.

## **Web Administrator**

Maintain and update the league website, approve and post events, monitor forums, work with the treasurer if needed to set up payment processing for calendar events on the web site.

## **Newsletter Editor**

Coordinate and compile current news and related league information and distribute the information in monthly online newsletter. This is a non-voting board position (unless called upon by the president to fill an absent or vacant voting position.) The newsletter editor should attend all board meetings.

## **League Activities Coordinator**

This is a non-voting board position unless called upon by the president to fill an absent or vacant voting position. The person in this position will plan league-wide activities and events with input from the board, work with vendors to plan and finalize details, work with the treasurer to set up sign-up and payment processes on the web site, communicate with league members regarding the event, monitor attendance, check people in at the event, etc. The activities coordinator should attend board meetings.

## **Cell Liaison**

Assist cell leaders in the smooth operation of the individual cell groups, organize communication between cell leaders and the board of directors. This is a non-voting board position (unless called upon by the president to fill an absent or vacant voting position.) The newsletter editor should attend all board meetings.

## **North Cell Leader**

This cell leader will plan activities for league members that reside north of I10 (or others that wish to attend.) Activities may involve mom's meetings, field trips, park days, P.E., etc. There is a budget available to help with the expenses of these activities.

### **South Cell Leader**

This cell leader will plan activities for league members that reside south of I10 (or others that wish to attend.) Activities may involve mom's meetings, field trips, park days, P.E., etc. There is a budget available to help with the expenses of these activities.

### **Santa Rosa Cell Leader**

This cell leader will plan activities for league members that reside in Santa Rosa County (or others that wish to attend.) Activities may involve mom's meetings, field trips, park days, P.E., etc. There is a budget available to help with the expenses of these activities.

### **Spelling Bee Coordinator**

Coordinate the annual spelling bee, oversee the sign up of participants, secure the location, provide the word lists, plan the reception, communicate the status to the board, etc.

### **Box Top Coordinator**

Collect box tops from members and send them in twice a year. Maintain a record of box tops submitted by family and communicate to treasurer so box top "credits" can be issued to families.

### **SGA Coordinator**

Oversee the meetings, sign ups, events, election of officers, etc., of the Student Government Association (our teen group).

### **Senior Graduation Coordinator/Committee**

The graduation is usually held in the month of May. There is a budget available to help with expenses and families also pitch in to help cover the costs. This committee (Secretary, Events Planner, Reception Coordinator, Communication, Treasurer, etc.) will secure the venue, hold meetings with graduate families, communicate with the families, plan the ceremony and reception, etc.

### **Kindergarten Graduation Coordinator/Committee**

The graduation is usually held in the month of May. There is a budget available to help with expenses and families also pitch in to help cover the costs. This committee will secure the venue, hold meetings with graduate families, communicate with the families, plan the ceremony and reception, etc.

### **Curriculum Sale Coordinator**

Secure the location, oversee sign up and format of sale, organize a committee of volunteers as needed for set-up, breakdown, etc.

### **Art Show/Showcase Coordinator**

Oversee sign up and running, secure the location, organize a committee of volunteers as needed, coordinate with the board since this is also the annual business meeting. This is held in April of each year.

### **Miscellaneous Event Assistance**

This may include help with set-up, breakdown, food preparation or service, or any other random duty needed for various events. (Also, watch for these openings on specific events as they are posted on our calendar and sign up at that time.)