**Crossroads Home Educated Children (CHEC, Inc.)**

**Board of Officers – Duties & Responsibilities**

**Frequently Asked Questions**

The CHEC Bylaws specify that a board of officers must be in place for the organization to continue. Each April, members of CHEC elect a board of officers for the upcoming school year. This board is composed of an elected President, Vice-President, Secretary, and Treasurer. The outgoing board appoints a Member-at-Large. Terms of office begin June 1st, and conclude May 31 of the following year.

The CHEC bylaws explain briefly what each officer is responsible for. There is a great deal of autonomy for most positions. However, the secretary always keeps minutes of board meetings, and the treasurer has responsibilities that cannot be delegated. The treasurer must file each year with the IRS, collect member dues, and disperse payments as needed.

**Q: How much of a time commitment is it to serve on the CHEC Board?**

A: Each office is a term of one year, not to exceed three consecutive years in one office. The board decides how many times a year they meet, and what events CHEC will offer each year. A great deal of CHEC business can be handled via e-mail, text, and phone – rather than face-to-face meetings.

Therefore, it will not impede the operation of CHEC if board members live outside the city of Victory. The CHEC treasurer will probably put in more time on official CHEC business than other offices. It’s up to the board how much time they want to commit to planning and having CHEC events. The President, Vice-President, and Secretary should plan to handle most of the planning and hosting of CHEC events to free up the Treasurer to handle CHEC business. The board must also plan to get volunteers from the CHEC membership to help with events.

**Q: What is expected of the CHEC Board?**

A: CHEC members will expect the board to make sure that the website is up to date, and that their membership dues payments are recorded. It is imperative that the Treasurer file annually with the IRS as a non-profit organization. Traditionally, there has been a CHEC student produced annual Yearbook for sale, an CHEC Activity Fair each school year. Beyond that, the board can schedule any number of events: dances, community meals, science fair, talent show, etc. The board can evaluate funds available and membership interest in these events before committing time and resources to the events. It is recommended that the board plan CHEC events that their own children will enjoy, to make involvement in CHEC a family affair.

**Q: Will I still have time homeschool while serving on the CHEC Board?**

A: By the grace of God, CHEC has been in existence for over 30 years, and CHEC parents have managed to homeschool their children, graduate homeschooled children, and still serve on the board. The board will work together to find a balance between what they can do for the CHEC homeschool community and more importantly, their own families.

**Q: What if an extended family emergency takes place, and I’m unable to fulfill my duties as a CHEC officer?**

A: If you were to have to vacate your office, a switch of positions can be made so that another board member can fill your office. However, most family issues can be handled by board members sharing duties without having to change offices.

**Q: Who can give me more information on their experience serving on the CHEC Board.**

A: You can contact a current CHEC officer. Additionally, on the CHEC website there is a list of officers that have served since 2000! You may know these past officers, and you may wish to speak with them.

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