

BHMS Foundation

NOW SEEKING! For the 2017-2018 School Year

The Bernardo Heights Education Foundation Nominating Committee is recruiting candidates for Board positions for the upcoming 2017-2018 school year. The Bernardo Heights Education Foundation is a group of teachers, parent volunteers and our principal, working together to enhance the educational experience of all BHMS students. The Foundation is a 501(c)3 non-profit organization.

We invite you to get involved and demonstrate to your children that Middle School Matters. At the same time enjoy connecting with the Bernardo Heights Middle School community, our teachers, other parents and the principal.

To be considered for a Bernardo Heights Education Foundation Position, please contact:

Cecelia Pollesch paulcece@gmail.com

EXECUTIVE BOARD

Chairman

Vice Chairman

Secretary

Chief Financial Officer/ Treasurer

APPOINTED BOARD

Web master



Duties of Officers

Chairman:

- Responsible for conducting the affairs of the Foundation in a manner consistent with the policies and directives of the Board of Directors.
- Leads all meetings of the Board of Directors
- Serves as an ex-officio member of all committees of the Foundation
- Year-long commitment

Vice Chairman:

- Presides at meetings of the Board of Directors in the Chairman's absence
- In the event that the Chairman is unable to serve, the Vice Chairman acts as the principal officer of the Foundation until such time as the Directors elect a new Chairman

Secretary:

- Records board meeting proceedings in one or more books provided for that purpose
- Keeps a register of the mailing addresses of each Director which shall be furnished to the Secretary by such Director
- Responsible for any necessary correspondence and for the safekeeping of all documents

Chief Financial Officer:

- Designated Treasurer
- Prepares monthly financial statement to present at board meetings
- Receives, safeguards, disburses and accounts for all funds of the Foundation, and deposits and invests them in such banks, other depositories or investments as may be designated by the Board
- Prepares and submits accounting and tax forms as may be required by local, state and federal law