

**Overview of the Roles and Responsibilities of Committees**

**Executive Committee**

The Executive Committee is made up of the President, Vice President, Treasurer, and Secretary. It provides oversight and guidance for the organization to achieve its mission. It ensures that plans are effectively communicated within the Board, and that work is effectively coordinated among committees and other individuals who may be involved including teachers/staff/administrators of the GEVSD. It also serves as a liaison to other organizations with similar objectives, as needed. It ensures that the website is kept up-to-date (e.g. www.granvilleeducationfoundation.org). It maintains organized records of all work including Agendas, Minutes, and Financials.

**Finance Committee**

The Finance Committee oversees all financial aspects of GEF. It develops and reviews the organization’s financial controls and monitors its financial status. It provides oversight into the organization’s accounting and financial reporting, prepares all required tax documents, and addresses all reported concerns regarding the organization’s accounting practices. It also establishes internal controls to ensure proper authorization of activities and expenditures, compliance with policies, and development of new financial policies. This committee pays for miscellaneous expenses such as insurance, fees to maintain the website, and mailing supplies (paper, envelopes, stamps).

**Public Relations/Marketing/Development Committee**

The PR/Marketing/Development Committee works to increase public awareness of GEF; it also plans, organizes, and executes efforts such as the Fall Campaign to raise sufficient resources to sustain its programs (i.e. grants, scholarships). It is responsible for the design and ordering of all relevant materials such as signage, brochures, invitations, programs, letters/envelopes. It prepares press releases for approval by the Executive Committee, and it maintains an active presence in the media including, but not limited to, Facebook and the Granville Sentinel. With regard to development, this committee may identify potential high-end donors (individuals, organizations, businesses, etc.) and develop relationships with them through personal, customized materials; it may also promote a legacy gift program.

**Events Committee**

The Events Committee plans, organizes, and executes events such as the annual Alumni Event and any other event approved by the Board. For each event, this committee establishes a project schedule, prepares a detailed budget, makes any necessary reservations, negotiates any contracts, obtains sponsorships, recruits volunteers to lead specific tasks, assigns board members to assist with specific tasks, communicates responsibilities among volunteers/board members, and ensures that objectives are met. This committee works closely with the PR/Marketing/Development to make sure each event is well advertised in all media including Facebook and The Granville Sentinel.

**Concessions Committee**

The Concessions Committee acts as the liaison between GEF and GEVSD Concessions. At least one member of the committee attends all GEVSD Concessions Meetings and shares updates (such as funds raised and how they will be distributed) with the entire Board. This committee also shares any concession dates assigned to GEF and recruits board members to fill all of the required positions.

**Grants Committee**

The Grant Committee oversees the grant review process that operates within the bylaws of GEF. Specifically, it updates the application and its corresponding evaluation form, sets deadlines (with input from teachers), shares information and deadlines with school principals, recruits teachers to serve as liaisons (one for each school), and recruits community members to assist with the review process. It identifies complete applications that are appropriate given the mission of GEF (e.g. innovative teaching); it then ranks them, designating full or partial funding, as available, for approval by the Board. It also ensures that the original intent of the grant is carried out by collecting photos and Final Reports. This committee works closely with the PR/Marketing/Development Committee to ensure that funded grants (with photos) are featured in all media.

**Scholarship/Awards Night Committee**

The Scholarship Committee oversees the administration of the scholarships offered and/or administered by GEF. It serves as a liaison with outside sponsors of scholarships that are administered by GEF. It prepares application forms and shares them with counselors at GHS. It then establishes an independent, non-affiliated selection committee and oversees the process of deciding upon scholarship recipients. It prepares award letters and any other materials required by the counselors at GHS. It prepares certificates to be presented by a member of this committee and the GEF President at the Academic Awards Ceremony at GHS in May, and then helps to coordinate a press release in conjunction with the PR/Marketing/Development Committee.

**Jody VanTine/Thank an Educator Committee**The Jody VanTine/Thank an Educator Committee solicits nominations from the community for the Jody VanTine Outstanding Educator Award in late spring/early summer. It then recruits at least one teacher from each building as well as two or three board members to assist with the selection process. It prepares a framed certificate for the winner of the Award. A member of this committee along with the GEF President presents the Award to the winner at the GEVSD Convocation in August, and then helps to coordinate a press release in conjunction with the PR/Marketing/Development Committee. It maintains the relationship with the primary donor, Dave Melick (father of the late Jody VanTine). This committee works in conjunction with the PR/Marketing/Development Committee to also execute the “Thank an Educator” program at all schools in the GEVSD in May.