



The Ed. Foundation Junior Board Application

Welcome! If you are interested in applying for a position on our Junior Board, please answer the questions below, and deliver to Dr. Pernick's office by **Friday, May 10**. Please note anyone who serves on the Junior Board must be available to attend all of the monthly meetings.

Attendance at our events is also expected.

Name: _____

Address: _____

Phone: _____ Email: _____ Grade: _____

Please list your other clubs and activities, including outside of school activities:

If you are interested in applying for a position as an officer, please check the box of the appropriate position, and answer the question below. All officer candidates will be called for an interview.

- President:** Run monthly meetings, create agendas for meetings with input from other officers, serve as main contact and liaison between the Junior Board and The Ed. Foundation and provide regular updates, attend events as Junior Board spokesperson and representative, serve as a member of all Junior Board committees; establish meeting dates for school year
- Executive Vice President:** Work directly with the president and fill in as needed in the president's absence; coordinate with school to reserve meeting rooms.
- Recording Secretary (2):** Record minutes (take notes) and attendance for all meetings, and distribute.
- Vice President, Development:** Participate in fundraising activities of The Ed. Foundation by helping to organize our events when possible, and volunteering at the events when necessary, organize Junior Board member volunteers for events and participate in promotional events in the same manner.
- Vice President, Grants:** Raise awareness of what's happening with the grants in your school; assist at Grant Awards Ceremony and Grant Liaison meet-and-greet.
- Vice President, Marketing and Publicity:** Raise awareness of The Ed. Foundation to the Schreiber community, including students, parents, teachers and administrators. Work with Schreiber Times and other Schreiber media outlets to help publicize The Ed. Foundation events and activities.
- Vice President, Strategic Planning:** Assist in planning the mission for the Junior Board and recruitment within the Schreiber community.
- Vice President, The Ed. Foundation Support Center:** Serve as liaison between the Junior Board and the The Ed. Foundation Support Center, volunteer each Tuesday at the Support Center, help recruit teen volunteers and work with them to communicate what's going on at the Support Center.

Why do you believe you would be the best candidate for this position? (feel free to continue on the back)
