

Gower Foundation for Excellence in Education

General Trustee, Program Committee Chair Role Description

Term: 2 years

- The Program Committee Chair shall oversee all the Program Committee responsible for coordinating the Speaker Series for Parents, School Enrichment Programs, the Book Club, as well as other program ideas that arise, and perform such other duties as may from time to time be prescribed by the Board of Trustees or by the President of the Board. In general the Program Committee Chair shall perform all duties associated with the office, which may include:
 - Establishing meeting dates and times for the Program Committee
 - Recording and sharing meeting minutes from Program Committee meetings if no one else is designated to do so
 - Working with the President and Vice President to execute the vision of the board for the programs identified
 - Working with the Teacher Trustees, President, and appropriate administrators at the District or Schools to execute programming
 - Recruiting, working with and overseeing committee members and event chairs
 - Coordinating event logistics (securing rooms, facilities, etc.) in collaboration with event chairs
 - Owning general logistics alongside President and other Board Members
- Attend monthly board meetings at the agreed upon dates and times
- Actively participate in board discussions via email, text, and during meetings
- Attend agreed upon Foundation events as shared between the Foundation team
- Share in responsibilities outlined during meetings