

Updated for 2023-2024 school year. Past years can be found in SCIHE files.

Responsibilities for all board members:

1. Assist with the annual SCIHE ice cream social
2. As needs, arise, communicates with other board members via email and phone to discuss policy, procedures, and scheduling issues.
3. Attends Annual SCIHE Meeting

Board Positions

President/Chairman

A current board member selected by the other current board members.

1. Chooses the time and place for meetings
2. Notifies current board members of up-coming board meetings
3. Conducts the board meetings as well as the SCIHE Annual Meeting
4. Prepares the agendas.
5. Keeps meetings on track to discuss pertinent issues and adjourns the board in a timely manner.

Secretary

1. Mail is forwarded to home address of serving Secretary (this will need to be updated on the membership form on the website and any Facebook announcements)
2. Once received the members forms, if a new member, you will need to send info for the new member to the New Member Liaison. Please verify they are not doing a K-12 program and meet all HSLDA requirements attached to this sheet). If they don't meet the requirements, they will not be able to join SCIHE.
3. Collect all checks and deliver to the Treasurer after July 31st.
4. Keeps a database with all member information. This will be used to verify Facebook membership, SCIHE music participation and website portal access. You will also be able to send this to members if requested.
5. Keeps minutes at our Annual Board Meeting. Please keep a full set of minutes in our record book or a file folder to be added to our files.
6. Ensure our web page is up to date. Not much to do here other than update board members names, Secretary's address is the mailing address, that the yearly dues are accurate or any other info that needs changed. Our contact for these changes is Jason Canady at Unlimited LLC. He maintains the site and our email forwarding. He is a former homeschool student. Please reach out to him at jason@unlimitednet.us with any questions.

Treasurer

1. Work with Secretary to ensure that membership requirements have been met when payments are received.
2. You will receive payments either via check or via PayPal. All PayPal information will be handed over to you by the previous year's Treasurer. In PayPal, you will then need to transfer the money to the Centra account. You will need to be added to the SCIHE Centra account at the beginning of your tenure.
3. Collect all checks from the Secretary after July 31st. Also work in tandem with the Music

Coordinator to ensure all SCIHE membership requirements have been met and payments to join SCIHE are received.

4. Make deposits at any Centra banking location.
5. Keep accurate Financial Records including:
 - Bank Statements (these are electronic statements and you will have access)
 - Receipts
 - Keep the budget and report the finances from the year and projections for the next year to present at the Annual Board Meeting. Examples are in our files.
 - Pay any bills and reimbursements in a timely manner.
 - Reimbursements should be approved ahead of time but only have to be approve by any two members of the board.
6. Keeps minutes at our Annual Board Meeting. Please keep a full set of minutes in our record book or a file folder to be added to our files.
7. Our insurance policy premium through NCG will need to be paid in July every year. We can't let this lapse at any point. It is very difficult to obtain insurance for our group. https://ncg.specialmarkets.com/users/sign_in Email: scihegroup@yahoo.com
8. Our web hosting fees will be due every year in June. They will come out by automatic withdrawal. The total for 2023 was \$110.76. It is managed through PayPal so you will have record of that when it happens. Our contact there is Jason Canady at Unlimited LLC. He maintains the web page and email. He is a former homeschool student. All questions or inquiries send to jason@unlimitednet.us
9. In November, an e-postcard is to be sent to the IRS. More information is in our files in the IRS folder.

Music Coordinator

1. Sends out emails to Forward to communicate music sign ups and the year's class schedule. Must first ask the church and directors if the dates proposed work. Usually follows BCSC school calendar.
2. Follows up with directors near the beginning of the semester to finalize class lists and class times so that those can be communicated with our families.
3. Oversees the Music Board and serves as President of the music program.
4. Let's SCIHE Board know what is needed in the way of supplies or fees for the program to keep it running smoothly.
5. Keeps records from music families to determine who has joined SCIHE and who has not. Then communicates that info to the Secretary or Treasurer.
6. Gathers directors payments and keeps a detailed accounting of each payment to ensure all families are current and directors receive their fees.
7. Finalizes and communicates both winter and spring recitals.

Student Leadership Council Coordinators

1. Oversees SLC for the school year. This should be a shared position.
2. Sets the schedule and location for six meetings annually.
3. Collects monies from PE and fund-raising events to be used towards yearbook and Teen Time events.
4. Develops the school yearbook usually completed and ready to pass out at our ice cream social

New Member Liaison

1. Answering any and all questions that may come to you via email. Most can be referred to the website.
2. Emailing potential members who contact you as your email will be linked to the website for those who request more info regarding SCIHE.
3. Sending a Welcome email to new members who join SCIHE giving your personal contact information to them if they have further questions about how SCIHE works.
4. Being available for an occasional phone call for a potential or new member of SCIHE.
5. Works with our Facebook page to ensure that new members are seamlessly added to our page. They will have to request it so the Liaison can approve it.

Communications Coordinator

1. Makes sure that all members are added to the mail forwarding system using cPanel. Detailed instructions are fairly easy to follow and can be found in SCIHE files.
2. Removes all members who have not joined by the end of day the first day of music classes.
3. Sends information emails to group labeled for by use: SCIHE, Non-SCIHE, Community
4. Transferring information from email sent to publish on Facebook to keep our members informed.
5. Add additional member emails to cPanel throughout the year.

Fundraising Coordinator

1. Coordinates and implements various fundraising initiatives during the school year.
2. Sends all info over to Forward so that it can be advertised via email and Facebook.
3. Receives all money earned and passes off to Treasurer for deposit. If direct access is needed for direct deposit of money earned, please notify Treasurer to setup.
4. Keeps detailed records of the fundraiser and money earned for tax reasons.