

Robinson IB Link, Inc. (RIBLI) Board Willingness to Serve 2019-2020

Robinson IB Parents: Please consider serving on the RIBLI Board for the upcoming school year! The purpose of RIBLI is:

- To develop and support initiatives that improve and enhance students' International Baccalaureate experience at Robinson High School;
- To bring into closer relation home and school, that parents, teachers, and faculty may cooperate in the education of students; and
- To develop between Robinson IB and the general public such united efforts as will secure for all students the highest advantages in mental, physical, and social education.

Below are brief descriptions of the responsibilities of each position.

COMMON RESPONSIBILITIES:

- Approve Board and committee appointments as recommended by the president.
- Review and act on recommendations presented by Board members, committees, and the membership at-large.
- Attend Monthly Board Meetings.
- Attend school open house and support IB Open House & Future Knights Registration events.

INDIVIDUAL OFFICER RESPONSIBILITIES

PRESIDENT*

- Carries out the policies established by the Board
- Serves as chair of the Board and Presides at meetings
- Ensures that officers of the Board perform their duties
- Serves as liaison member of the Robinson Foundation

PAST PRESIDENT*

- Chairs the Nominating Committee & serve on Financial Committee
- Performs duties of the president in the president's absence and other duties as assigned by the president or board of directors.

VP OF VOLUNTEERS*

- the activities of the 9th, 10th, 11th, and 12th grade representatives. Creates Signup Genius volunteer requests as needed.

VP MEMBERSHIP*

- Distributes Membership Forms (Aug.-Sept.).
- Coordinate online directory (Aug-Sept).
- Manages My School Anywhere software (directory/payments) in collaboration with Treasurer. (Aug-Sept)
- Updates Membership Form & Attends Future Knights Registration (March).

VP COMMUNICATION*

- Produces Newsletter in collaboration with president and AP Magnet for IB Curriculum
- Manages the RIBLI Website.

TREASURER*

- Serves as financial officer of RIBLI and Chair of the Finance Committee
- Produces financial report for each RIBLI meeting
- Sends Donor Acknowledgement Letters
- Manages Square payment system in collaboration with VP Membership.

RECORDING SECRETARY*

- Attends all meetings and records minutes,
- Coordinates Barnes and Nobles Book Fair(s)
- Helps VP of Membership print and distribute Membership Forms (Aug)
- Ensures compliance with By-laws
- Correspondence and record keeping as needed

MERCHANDISE COORDINATOR

- Orders RIBLI spirit gear and manages sales efforts at several RIBLI events.
- Prepares RIBLI donation basket if requested by the Foundation for their annual benefit.

TEACHER & STUDENT GRANT COODINATOR

- Distributes and collects grant forms for teachers' academic-based needs for materials and supplies, Coordinates ordering and distribution of grant supplies.
- Responsible for student grant requests.

COFFEE TALK COORDINATOR

- Coordinates 3-4 IB informational sessions on or off campus. The purpose is to provide IB families the chance to meet in an informal setting to discuss topics regarding the IB program. At least one of these talks will pertain to college admissions and involve the IB Counselor and Guidance Office.
- Coordinates with IB Office, Guidance Staff, and CUBE volunteers to produce the "Selective Colleges & Interviews" presentation following Junior College Night (March)

9TH GRADE REPRESENTATIVES (2 positions)* – Organize Prospective Student Showcase (Nov.); Organize Future Knight Registration (March).

10TH GRADE REPRESENTATIVES (2 positions)* –Organize Incoming Freshmen Team Building Event (Aug.), Schedule Photographer & Coordinate Class Picture prior to the Junior Pinning Ceremony (Oct.), Assist Freshman Reps with Prospective Student Showcase (Nov.) and Future Knight Registration (March).

11TH GRADE REPRESENTATIVES (2 positions)* –Host Class Reunion of recent graduates (Dec.), Organize IB testing volunteers (Testing in May), Manage check-in desk for Senior Banquet (May).

12TH GRADE REPRESENTATIVES (2 positions)* –Plan Senior Banquet (May); Organize "Seniors Only" treat day (During May Testing).