



Notice of Intent for Fine Arts Society Volunteer Opportunities for the School Year 2025-2026

(Please return to Michelle Johnson at mjohnson@northlandchristian.org)

Name: _____ Contact Phone # _____ Email: _____

If you are interested in serving, please rank your top 3 choices to chair or co-chair the following position or committees.

Job descriptions are located below.

STANDING COMMITTEES

EXECUTIVE BOARD

_____ Membership/Fundraising Theater

_____ President

_____ Representative

_____ Vice President

_____ Orchestra Representative

_____ Vice President Junior Patrons

_____ Choir Representative

_____ Secretary

_____ Visual Arts Representative

_____ Treasurer

_____ Drumline Representative

_____ Elementary School Representative

Please give a brief explanation of why you are interested in this position. _____

Do you know someone that would be a great addition to our FAS Board or Standing Committees?

Please print their information below:

Name: _____ Contact Phone # _____ Email: _____

STANDING COMMITTEES JOB DESCRIPTIONS

- **Membership.** Shall conduct an annual membership drive in the fall. Keep a current list of members; be present at board meetings to collect sponsorships and solicit members throughout the school year. This committee shall contact and welcome all new families to NCS and encourage them to get involved in FAS.
- **Program Arts Representatives.** One volunteer may be selected from each current secondary fine arts program to serve as liaison to the board. These include but may change from year to year based on offerings by administration: art, choir, orchestra, theater, photography, digital art, music theory, drumline and jazz band. **This position is responsible for planning, organizing, purchasing (with tax-exempt reimbursement) the receptions after any performance or show with their Fine Arts Teacher. In addition, this position will work with the Executive Board to assist in hosting the Fine Arts end of year banquet.**
- **Elementary School Representative.** Shall report to and work in conjunction with the Vice President Junior Patrons Guild; be the liaison between elementary school families and the executive board; promote Junior Patron Memberships.

EXECUTIVE BOARD JOB DESCRIPTIONS

- **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the head of school, principals, and Fine Arts Department Chairman, represent the organization at meetings outside the organization, serve as ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The president shall work with the Membership Committee and send thank you cards to each member. Responsible for attending Fine Arts Events
- **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall develop and maintain a list of volunteers to share with the executive board, who in turn shall distribute the list to the committee chairman who report to them.
- **Vice President Junior Patrons Guild.** This vice president shall promote membership in the FAS Junior Patrons program for elementary age students. Shall organize the Back Stage Pass Event for NCS Theater production when age appropriate shows are presented. **Shall organize a special Fine Arts hands on event annually for Junior Patron members.**
- **Secretary.** Shall report to the president. The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings and copies of minutes to the membership. The secretary will take attendance at all meetings. The secretary keeps a copy of the minutes book, bylaws, policies and rules, and any other necessary supplies, and brings them to meetings. Shall instruct the board on proper communication methods, gather information from committee chairs and officers to be published on the school sponsored website. Shall establish a timeline for submission of news articles and coordinate the information with the school's website administrator. Shall work with committee chairmen to promote FAS events and activities within the NCS community, and to the outside community in general when warranted.
- **Treasurer.** Shall report to the president. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approved budget or as authorized by the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. Banking procedures will be coordinated with the NCS business office and are subject to their policies. The treasurer shall keep a current list of members.

