

OPERATIONAL BOARD

DUTIES & RESPONSIBILITIES



Operational Group Meetings

- Attend weekly Operational Group meetings
- Rotate as Operational Group Meeting Facilitator
 - Facilitator Duties:
 - Compile and write weekly meeting agenda
 - Communicate in advance with individuals and groups on the agenda
 - Obtain administrative approval on the agenda and provide copies
 - Call to order, lead, and adjourn meeting
 - Assure there is a board member to record minutes
 - Review meeting minutes with recorder for accuracy
- Distribute weekly minutes to staff and students

Communications

- Operate as a communications liaison in the Polaris Community
- Coordinate general announcements to the student body on behalf of Operational Group
- Use the communication tools available in the school to inform and garner enthusiasm from the community. Board members will be granted special permission to use these tools at the discretion of the administration and/or advisor.

Leadership & Community Involvement

- In conjunction with all the Operational Group officers, Mentees, and advisory representatives, compile goals for the year. Goal can be modified and acted upon throughout the year.
- Prepare and present a mid-year and end-of-year report to the student body
- Assure Operational Group Board representation at all Polaris Community events
- Participate in leadership development activities and/or courses
- Act as a liaison for dance committees/groups

Finances & Record Keeping

- Keep track of Operational Group finances
- Coordinate requests for funding from Operational Group
- Maintain record of all bylaws and policies

Advisory Board Meetings

- Attend all Advisory Board meetings