

Guidelines for Members at Large of The Society of Parents and Friends of the John F. Kennedy School (The Verein)

I. Purpose

These guidelines set forth the role, duties and responsibilities of Members at Large. It is intended to serve as a standalone instruction for the purpose of providing continuity during a change in personnel elected to fulfill the role of Member at Large.

II. Member at Large – General Overview

Members at Large are voting members of the board who have been properly elected or appointed in a manner consistent with the constitution. They are accountable to the board for the fulfillment of the duties and responsibilities outlined below.

1. Attend Meetings
 - a. Meetings occur approximately every six weeks and should always be attended unless personal circumstances prohibit.
 - b. If a Member at Large is unable to attend they should inform the sitting executive board as soon as possible.
 - c. Members at Large are also responsible for attending 'board only' meetings when called
2. Voting
 - a. Members at Large have the responsibility to vote in the best interests of the Verein and the entire JFKS community.
 - b. If a voting member has questions that need clarification before a vote they may abstain or request a delay in the vote until further information can be obtained.
 - c. It is important to set aside personal views and agendas when voting on the board. If there may be a perceived conflict of interests (i.e. voting on money for a class trip if the member has a child in that class) then the member should abstain.
 - d. It is necessary to always maintain communications with fellow members when there may be a perceived problem with The Verein sponsoring a project or activity.
3. Volunteering for Verein sponsored activities
 - a. Members at Large may be asked to lead a project in the school. This could be a building project, getting quotes for a project, or ensuring the completion of a Verein project.
 - b. Members at Large should plan to volunteer their time to lead or assist in school community events such as Fun Day, Fun Run, Thank You Reception, or any number of other smaller projects such as putting up the Christmas Tree and Menorah.

Authority

Voting board members have no authority to take independent action on matters outside of the duties outlined herein unless given such authority by the majority of the board.

Term of Office

Upon election at the Annual General Membership meeting (AGM), Members at Large will serve a term of two years. There is no limit to the number of terms they may serve.

Conduct as a Verein Board Member

As an elected member of the voting board of The Verein board members are representatives of The Verein and have the ability to affect the image and reputation of The Verein. As such, some of the characteristics all elected members should display include:

- Devoting adequate time to the position.
- Working as a team member with the board.
- Exercising good judgment.
- Setting aside personal views and agendas to act in the best interests of The Verein.
- Maintaining honesty and a high level of integrity.

Actions Upon Election

- Review of the Verein Constitution.
- Participate in Verein communications. Previously email, this has since been replaced through a commonly agreed upon messenger app.