

Guidelines for the President 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 the Verein President, providing guidance on the proper conduct of the business of their office. It is intended to serve as a standalone instruction until such time as the Verein creates and adopts Bylaws for of the Verein at which time it is expected that the contents be incorporated as approved here entirely in the new by-law.

II. Effective Date

This initial document was approved by a vote of the voting board members (hereinafter referred to as the "Board") on **27 October 2021**. It should be reviewed annually and updated as needed by the Board. The use of the term "Officers" and "Board" is interchangeable in this instruction. The Board may amend these guidelines from time-to-time.

III. President – General Overview

Accountability

The President is the chief executive and a voting member of the Board who has 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.

Authority

The President, as with other voting Board members, has no authority to take independent action on matters outside of the duties outlined herein unless given such authority by the Board.

Term of Office

Two years with the possibility of re-election at subsequent Annual General Membership meetings (AGM).

As a Verein Officer

As an elected officer, the President is the primary (figurehead) representative of the Verein and has the ability to affect the image and reputation of the Verein. As such, some of the characteristics the President should display include:

- Devoting adequate time to the position.
 - Working as a team member with the other officers and 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.
 - Modeling good leadership qualities for other Board members and for those who may be elected or appointed in the future.
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- Remind all elected officers that it is the moral, ethical, and legal obligation of all of the

elected officers to ensure that proper financial procedures are being followed.

- Set the standard for a positive, ethical and moral representative of the JFK parent community. Be one who other parents seek to emulate.

Responsibility and duties: The President will provide leadership for the Verein's activity in each new school year. They should provide their vision of the objectives to be accomplished therein and communicate this vision to the EXCO / Board who together shape, agree and together execute these plans. The President should also offer guidance to the Executive Committee (**EXCO**) and Board members to ensure good fiscal planning, decision-making and oversight by the Board.

The President is elected by the general membership to be the 'face' of the Verein during their term. Together with the Treasurer they are an authorized custodian (has access to all bank accounts) who needs to ensure the management of the funds of the Verein on behalf of the membership and the Board. The President shall serve as an active participant on the Board and EXCO and endeavor to call, attend and lead all meetings of each body.

The President may also serve on any standing committee for which they have an interest. However, they are encouraged to delegate responsibility across the active membership and monitor the efficient execution of the duties of these standing or special committees (i.e.: Fun Day).

Specific duties and responsibilities of the President include but are not limited to:

- Together with the elected Board set the goals and objectives of the Verein for the school year.
- Schedule and convene all regular and special meetings of the board and general membership.
- Ensure that an agenda is prepared (in advance) for each meeting, ensure all meeting are managed in a time efficient manner and results are detailed in the official minutes and communicated to interested parties (i.e.: Funding request outcomes).
- Serve as the key go-between for the Verein and school administration. This should include regular meetings with the principals of both the HS and ES. Of special importance is to determine where the Verein may assist these schools and communicate this information to the Board / membership Whenever possible, it is recommended that the President together with another Board member attends these meetings (4 eye principal)
- Act as an Ambassador-at-Large to the greater JFKS and Berlin community as the face of the Verein.
- Ensure that 2 Board members (4 eye principal) have knowledge or access to records, files and communications at all times

Committee Membership

The President is automatically a member of the EXCO and will normally chair all meetings. They may elect to serve on sub-committees as outlined above.

Qualifications

- Commitment to the organization's mission and strategic directions.
- An understanding of, and experience with and good organizational management and reporting practices.
- An appreciation of the kind and level of financial information needed at a Board level to support decision making. Together with the Treasurer they will formulate budgets and other financial

planning documents and convey to the Board for approval.

Actions Upon Initially Taking Office

- Take possession of the books and records of your predecessor. This includes the Verein owned laptop (Lenovo T430), all pass-down; lessons learned; and/or other documentation that guides and directs in the execution of the office of President.
- Take control of all keys and other methods that allow access to Verein property / records.
- Review the books/records received from your predecessor and verify they are complete.
- Together with the Treasurer, ask about any items that were identified in the audit or otherwise are missing, whether they are from the prior year or from earlier years. Ensure that the Treasurer reports any missing records at the next Board meeting. If needed you may request the internal auditors review transactions subsequent to the last audit and issue a report.
- Verify that a new bank signature card has been signed by the current officers and that a copy has been retained in the Treasurer's records.
- For all accounts with online access make sure the passwords are changed so that only current officers have access.

Actions Upon Leaving Office

- Ensures that a proper handing over of keys, Verein owned laptop (Lenovo T430), any records and files to the newly elected President.
- Assist the newly elected President to ensure a smooth transition (reference to **Actions Upon Initially Taking Office**)

IV. President – Specific Guidance

1. The Treasurer is normally elected by the general membership at the AGM. Should the President resign or be removed from their office before the end of their term an acting President will be elected by a majority vote of the Verein Board.
2. The President will verify the proper maintenance of the books for the Verein. When necessary, the President will direct that the Treasurer will contact the families who are delinquent and request confirmation of payment or request that payment be made immediately.
3. Ensure a good knowledge of, and adherence too, the by-laws governing the Treasurer. As per item 2 of this section act as a 'control' on the management of the funds held by the Verein. In this capacity a good working relationship needs to be developed with the Treasurer and regular meetings held to ensure all controls, provisions of the by-laws and other established guidance are observed.
4. As an ExCo member, the President is allowed to make financial decision:
 - President (or VP) may verbally approve **up to €50 individually**
 - 2 of President, VP, and Treasurer may verbally approve **up to €100 together**

