



# BOARD PORTFOLIO ASSIGNMENTS

EFFECTIVE JANUARY 2020

## Germain Krueger - Chair - Administration

- Human resources
- Legal services
- Strategic planning
- Work with the ED to support the high school and related program through the use of the Academy's facilities
- Parks and Recreation District representation
- Board assistance

## Jennifer Klesalek – Vice Chair – Relations and Policies

- Work through issues that arise within the Board and Employee Policy Manuals and work with the ED to make recommendations and follow up on new/revised policies
- Member/Community relations
- Work with the ED to support the high school and related program through the use of the Academy's facilities
- Parks and Recreation District representation

## Gina Sondeland – Treasurer – Finance

- Review the monthly financial statements as provided by ED
- Work with the ED in developing annual operating and capital budgets
- Work with the ED to engage outside accountants to prepare the Form 990 tax return and ensure return is filed accurately and on a timely basis
- Ensure financials controls are adequately maintained
- Work with the ED to ensure all regulatory filings are completed on a timely basis

## Justine Movchan – Secretary

- Management of Board meeting agendas
- Management of board website communication and content
- Meeting room scheduling and coordination
- Document and maintain accurate meeting minutes

## Tracy DeForest – Director – Insurances

- Ensure health insurance alternative is optimized for both eligible employees and the Academy, considering benefits to participants and costs to the Academy
- Work with the ED to ensure Board and Academy insurances are up to date and adequate
- Review employee offerings with the ED in June to coordinate coverage for the following year
- Assist the recreation and team programs portfolio holder to support those programs

## Allan Hager – Director – Recreation and Team Programs and Governance

- Provide support for the recreation, competitive and show team programs
- Ensure the by-laws of the Academy are adequate. Bring forth any revisions to the by-laws that may be needed
- Ensure the Board operates with good governance

## Tina Frisinger – Director – Marketing/Fundraising

- Work with the ED and/or Community Outreach Coordinator on a fundraising goal and plan
- Work with the ED and/or Community Outreach Coordinator on marketing ideas for the Academy
- Work with ED and/or meet director and the Community Outreach Coordinator in meet planning and volunteer coordination