

# Proposed CVAB Chairperson Positions

For discussion and presentation at the September 1, 2026 membership meeting

## Important governance point

These are proposed volunteer committee/support chair roles, not additional Board officer or voting Board positions. Current bylaws allow committee chairs to be appointed or removed by the Board unless otherwise directed by the membership.

## 1. Why Create Chairperson Positions?

- Give parents and supporters a defined way to take ownership of specific areas without requiring them to serve on the Board.
- Spread recurring work among more volunteers and reduce the amount that falls on the four elected officers.
- Create continuity from year to year by defining responsibilities and documenting what each role handles.
- Use a transparent, membership-facing selection process so interested members have an opportunity to participate.

## 2. Proposed Selection Process

- The membership first approves the general practice that chairpersons may be selected by the voting membership at a regular membership meeting.
- Nominations may be made in advance or from the floor. A person should consent before being placed into nomination.
- Each nominee may briefly state their interest in the role if they wish.
- Voting members select the chairperson. If more than two candidates are nominated and no candidate receives a majority, the two highest vote-getters proceed to a runoff.
- The selected chairperson serves as a volunteer accountable to the Board and works within Board-approved budgets, policies, school rules, and director guidance.
- Future chair positions can be created when a recurring need is identified, using the same transparent process unless the membership delegates a specific appointment to the Board.

## Suggested motion

"I move that CVAB establish a membership-based process for selecting committee chairpersons, with nominations presented to the voting membership and chairpersons selected by a majority of members present and voting, unless the membership delegates a particular appointment to the Board."

## 3. Support Chairperson - Proposed Role

**Purpose:** Coordinate parent and volunteer support around student and program needs that do not naturally fall under another standing chair or Board officer.

### Proposed responsibilities for membership discussion:

- Serve as a point person for practical parent-support needs identified by the directors or Board.
- Help organize volunteers for hospitality, student support, recognition, travel-support activities, and other approved needs.
- Help connect willing parents with specific tasks rather than requiring every volunteer to attend every meeting or event.
- Coordinate with the President, Vice President, directors, and event leads so efforts are not duplicated.
- Bring recurring support needs or volunteer gaps to the Board for planning.
- Do not independently spend CVAB funds, make commitments in CVAB's name, or direct school/program decisions.

## Why this position is being proposed

The idea grew out of the kind of parent support already being provided last year. The goal is to recognize that work, give it a clear home in the organization, and make the opportunity transparent to the membership.

## 4. Senior Chairperson - Proposed Role

**Purpose:** Coordinate booster-supported senior recognition and senior-year activities that are approved by the Board and directors.

### Proposed responsibilities for membership discussion:

- Serve as the primary parent volunteer contact for booster-supported senior recognition activities.
- Work with the directors and Board to identify traditions, deadlines, and approved senior-related needs.
- Coordinate volunteers for approved senior recognition, banquet/graduation support, gifts or keepsakes, and other senior activities as applicable.
- Track senior-related planning deadlines and report needs early enough for Board approval and budgeting.
- Help ensure senior recognition is handled consistently and fairly for eligible students.
- Do not independently obligate CVAB funds or create benefits outside Board-approved plans and school requirements.

## 5. Common Expectations for All Chairpersons

- Volunteer role; no compensation unless specifically authorized under governing documents and applicable law.

- Accountable to the Board and expected to provide brief updates when requested.
- Follow CVAB bylaws, financial controls, conflict-of-interest requirements, and school/district rules.
- Use official CVAB communication channels when representing the organization.
- Protect student and family privacy and avoid sharing confidential information.
- Maintain notes, vendor/contact information, and event procedures so the role can be handed off cleanly to a future volunteer.

## 6. How to Present This at the Meeting

### Suggested explanation:

“One of the things we want to do this year is create defined ways for parents to take ownership of areas where they are already helping. Rather than simply assigning those roles behind the scenes, we would like the membership to establish a consistent process for chair positions. Tonight we are proposing a Support Chairperson and a Senior Chairperson. These are volunteer support roles, not Board positions. We will take nominations and let the voting membership make the selection.”

## 7. Private Conversation Before the Meeting - Support Chair

**Goal:** Make clear that the position was inspired by her work and that the membership vote is about transparency, not reluctance to have her continue.

### Suggested wording

“I wanted to talk with you before the meeting because the Support Chair position we are proposing really grew out of the work you were already doing last year. The Board would be very comfortable having you continue in that kind of role. At the same time, we want to establish a transparent process that we can use for all chair positions going forward, so we plan to put the position before the membership for nominations and a vote. I hope you will allow yourself to be nominated, because we would genuinely like to see you interested in it. We just want the process to be open and consistent for everyone.”

**Do not frame it as:** “We could have just given you the job, but...” The better message is that her work helped demonstrate the need for the role, and the Board wants to formalize it in a way that is sustainable and transparent.

## 8. Decisions the Board Can Finalize Before September 1

- Confirm the final title “Support Chairperson” and “Senior Chairperson.”
- Confirm or edit the proposed responsibilities above before presenting them as expectations.
- Decide whether chair terms run through May 31 or until a successor is selected.
- Decide whether nominations will be accepted in advance as well as from the floor.
- Confirm the voting method if there is more than one nominee.
- Decide whether future chair roles must always come to membership or may sometimes be delegated to the Board.