

Please e-mail all nominations to MILLBURNEPIC@gmail.com



EPIC Board Position Descriptions:

- **President** – Principal director of the group, provide general supervision, direction and control of EPIC activities. Present at all meetings of board, as needed provide support at EPIC activities.
- **Vice President (Up for election in 2020)** – Assist the president in all duties of the President. In the absence of the President, Vice president shall perform all Presidential duties.
- **Secretary (Up for election in 2020)** – Keep full and complete record of all proceedings of the board of directors. In general, perform all duties incidental to the office of the secretary.
- **Treasurer** – Principal accounting and financial director of EPIC and shall have the charge and responsibility to maintain adequate books of accounts for EPIC.
- **Community Relations Director**- Communicate and promote EPIC's role in the Millburn District. Recruit new members and build relationships. Maintain website. Push out communications on social media.
 - Volunteer Recruitment
 - Community Directory
 - Millburn Madness promotion
- **Corporate Fundraising Director** – Coordinate and/or initiate corporate sponsorship opportunities. Support committee chairs in fundraising activities. Promote corporate matching programs. Works with community fundraising director on designated events.
 - Millburn Madness
 - Corporate Price Matching for Donations
 - Amazon Smile
 - Fun Run
 - Retail/Promotion Nights
 - Millburn Madness Sponsorships, including online auction
 - Other Corporate Sponsored Events, i.e. Golf Outing
- **Community Fundraising Director (Up for election in 2020)** – Coordinate and/or initiate community fundraising including but not limited to the sale of goods or services. Support committee chairs in fundraising activities. Works with corporate fundraising director on designated events.
 - Box Tops/Coke Give Programs
 - Supply Kits
 - Kids Resale
 - Crafting Day
 - Spirit Wear
 - Fun Run
 - Teacher-Donated Items Online Auction
- **Elementary School Activities Director (Up for election in 2020)** – Facilitate and support EPIC activities that occur at the elementary school. Work with committee chairs to organize enrichment events held at the elementary school
 - Family Fun Nights
 - Holiday Celebrations (MES)
 - Fall Fest
 - Book Fair
 - Donuts for Dads
 - Muffins for Moms
 - Decorations

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- **Middle School Activities Director (Up for election in 2020)** – Facilitate and support EPIC activities that occur at the middle school. Work with committee chairs to organize enrichment events held at the middle school.
 - 8th Grade Farewell Celebration
 - MMS Activity Nights
 - District Talent Show
 - Holiday Celebrations (MMS)
 - Book Fair
 - Decorations

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