



Executive Team

The Academy Executive Team is comprised of the managers of all other Academy leadership team, led by the CEO. This team will focus on management, visioning, goal setting, planning.

Details:

Team Staff Advisor: Mrs. Rush

Meeting Time & Place: TBA for 2013-14

Members on Team: 6

Student Team Leader Titles:

- CEO - Chief Executive Officer (President)
- CFO - Chief Financial Officer (Treasurer)
- Marketing Manager
- HR Manager
- Communications Manager

Qualifications:

- Must be an Academy 12th grader
- GPA of 3.0 or higher
- Must have a record of good attendance and citizenship
- Must show leadership potential and good communication skills
- Must be able to commit to two meetings per week
- Must interview for executive team and commit to whichever role assigned

Collective Duties of Executive Team:

- Outline a yearly vision for the Academy and a list of goals for the Leadership Teams
- Attend weekly Executive Leadership meetings
- Organize and lead additional team meetings
- Delegate tasks to appropriate team members
- Be the liaison between staff and students
- Appoint representatives to attend club president meetings for ASB
- Appoint representatives to attend meetings with AOBT Foundation Board
- Make announcements in academy classes



Finance Team

The Academy Finance Team is in charge of accounting for all academy events, fundraisers, and activities. They will oversee the cash-flow, monitoring and budgeting all spending and raising of funds.

Details:

Team Staff Advisor: TBA

Meeting Time & Place: TBA for 2013-14

Members on Team: 4

Team Leader Title:

CFO Chief Financial Officer (Treasurer)

Qualifications:

- Organized and detail-oriented
- Math-minded, good with numbers
- Familiar with Excel spreadsheets (or willing to learn)
- Trustworthy
- Record of good attendance and citizenship
- Must be able to commit to one meeting per week
- Cash handling experience is a plus

Collective Duties of Finance Team:

- Create and monitor a budget for the Academy
- Track all deposits, withdrawals, and reimbursements in and out of the Academy ASB account
- Create monthly financial reports
- Propose new fundraisers
- Track student participation in fundraisers
- Handle payment / cash register at Academy fundraisers and events

Human Resources Team



The Academy Human Resources Team (HR) is in charge of fostering a positive work environment and family atmosphere in the Academy by overseeing student accountability, student recognition, team building, grade-level mentoring, and recruitment.

Details:

Team Staff Advisor: TBA

Meeting Time & Place: TBA for 2013-14

Members on Team: 4

Team Leader Title:

HR Manager

Qualifications:

- Positive, energetic, proactive and friendly
- Committed to bettering the academy
- Willingness to meet new people and make everyone feel included
- Record of good attendance and citizenship
- Must be able to commit to one meeting per week
- Creativity and/or artistic eye are a plus

Collective Duties of HR Team:

- Help monitor student "Accounts" in Personal Business Plan
- Oversee cross-grade level activities and mentoring
- Keep track of and recognize birthdays of Academy Students
- Create monthly student awards for Academy 3.0 Club, other recognition
- Organize get-well cards, thank-you cards, prizes, and celebrations for Academy students & teachers
- Create new ways of raising morale and community in the Academy
- Plan & Coordinate Academy team-building activities
- Decorate Academy rooms for recognition, holidays, student work, upcoming activities, etc
- Keep track of class competitions
- Organize class clean-ups

Student Leadership Teams



Marketing Team

The Academy Marketing Team is in charge of creating and maintaining a positive image for the Academy on the CHS campus and in the surrounding community. They oversee all aspects of publicity including: creation of promotional materials (digital & print), advertising campaigns, and event promotion.

Details:

Team Staff Advisor: TBA

Meeting Time & Place: TBA for 2013-14

Members on Team: 4

Team Leader Title:

Marketing Manager

Qualifications:

- Creative, artistic, innovative
- Experience in video, photography, editing, and publishing software useful
- Outgoing
- Willingness to meet new people and make everyone feel included
- Record of good attendance and citizenship
- Must be able to commit to one meeting per week
- Creativity and/or artistic eye are a plus

Collective Duties of Marketing Team:

- Create promotional video shorts for Academy recruitment & CHS bulletin
- Create and order promo T-shirts, sweatshirts, pens, giveaways, etc
- Create PowerPoint Presentations for marketing to Marston, campus, parents, etc
- Create a promotional video for the academy
- Take pictures and video clips at Academy events and organize them
- Think of creative ways to advertise and make the AOB a well-known club on campus
- Create the End-of-Year Slideshow
- Make flyers, banners, and signs for Academy events

Student Leadership Teams



Event Planning Team

The Academy Event Planning team will be in charge of brainstorming, planning, and organizing all Academy extra-curricular activities, celebrations, fundraisers, and trips.

Details:

Team Staff Advisor: TBA

Meeting Time & Place: TBA for 2013-14

Members on Team: 4

Team Leader Title:

Event Planning Manager

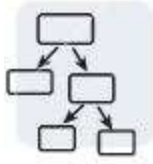
Qualifications:

- Energetic, detail-oriented, organized, creative
- Enthusiastic about planning fun activities
- Willingness to come outside of school events
- Record of good attendance and citizenship
- Must be able to commit to one meeting per week

Collective Duties of Event Planning Team:

- Keep a master calendar of events for Academy
- Plan, organize monthly Academy events outside of school hours (BBQ's, ice skating, bowling, etc.)
- Organize club activities on campus (Club Rush, holiday treats, Academy time ice-breakers, etc.)
- Plan and organize Academy fundraisers
- Fill out official forms to get activities approved by ASB
- Manage carpools and sign-up sheets for events and fieldtrips
- Plan academy mentor luncheons & end-of-year banquet

Student Leadership Teams



Communications Team

The Academy Communications Team is in charge of making sure the students and staff of the Academy are well-informed of program events, and achievements through announcements, e-mails, social media, newsletters, and an updated website.

Details:

Team Staff Advisor: TBA

Meeting Time & Place: TBA for 2013-14

Members on Team: 4

Team Leader Title:

Event Planning Manager

Qualifications:

- Organized, consistent, tech-savvy
- Practiced with social media, Google applications, and other web application
- Good time-management skills
- Record of good attendance and citizenship
- Must be able to commit to one meeting per week
- Web-building, designing or programming a plus

Collective Duties of Communications Team:

- Update Academy Website on a weekly basis with announcements, recognition, pictures, posts, videos, upcoming events, etc.
- Update online Academy Google calendar with weekly meetings, Academy events, etc
- Create and manage an Academy contact list
- Create and manage an Academy alumni list
- Create and manage Academy social media sites
- Create and send out a monthly newsletter (digital)
- Maintain announcement boards in all Academy classrooms
- Send out E-vites to events