



## **Teen Council**

### **Executive Board Job Descriptions**

**2025-2026**

#### **President**

- Work with Teen Board Leadership to interview and select each Executive Board member
- Set the tone and serve as an example of what it means to be a Teen Council member/leader
- Work with Executive Board to set goals for the year
- Help develop board guidelines, expectations and materials needed
- Create and distribute agendas /mtg reminders for Exec and Regular Membership Mtgs
- Preside over meetings and approve minutes
- Oversee various committee chairs
- Other duties as needed

#### **Vice President**

- In the absence of the President, preside over meetings
- Help President manage Executive Board
- Serve as a right hand to the President
- Other duties as needed

#### **Director of Social Committee**

- Responsible for Ice Breakers at each meeting (5 Minutes max)
- Any social items throughout the meetings
- Responsible for all things related to the Friendsgiving Potluck (including but not limited to)
  - Save the date
  - Sign-up sheet
  - Decorations
  - Set up & Clean-up

#### **Director of Volunteers & Historian**

- On a monthly basis share relevant volunteering opportunities for council members to do on their own or in small groups.
- Secure the volunteers from Teen Council to work our events
- Responsible for gathering all supplies prior to the meeting for our Service Project
- Responsible for setting up Service Project at the meeting and explaining it to the group
- Take down service project at meeting and deliver final product to appropriate PCH members
- Take photos at all events (find replacement photographer if you must miss an event.)
- Work with Phoenix Children's Foundation and Publicity to update our website.
- Work with Phoenix Children's Foundation to write and distribute monthly Newsletter



# Phoenix Children's<sup>®</sup> Foundation

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#### **Director of Communications**

- Responsible for Span of Care roll-out to the team
- Responsible for compiling Power Point presentation for the General Board Meeting and reviewing it with the President and Foundation Representative
- The Corresponding Secretary reports up to this position, responsible for holding them accountable to their job duties
- Work with PR Representative from PC's to incorporate articles with photos on the PC's website
- Get the word out about PC's Teen Council! Build up our social media presence.

#### **Corresponding Secretary**

- Write thank you notes, and read thank you notes received
- Distribute end of year certificates
- Keep a permanent record of minutes of the board meeting
- Record motions exactly as stated, indicating who made the motion and whether it passed
- Send a copy of the minutes to the President and Foundation Representative one week prior to the next meeting
- At next meeting, minutes must be approved

#### **Treasurer**

- Prepare and maintain monthly financial report one week prior to next meeting.
- Manage budget (dues collection, fundraising effort)
- Other job duties as needed



**Phoenix Children's**  
Foundation

**Teen Council**

## **2026 Meeting Dates**

General Membership meetings will be held at Phoenix Children's Hospital, Mel Cohen Conference Center inside the Rosenberg building. Please see the attached map for directions and parking information.

### **General Membership Meeting Dates:**

Sunday, August 23<sup>rd</sup>, Mel Cohen Conference Center, 2:00pm-4:00pm (MANDATORY)

Sunday, September 20<sup>th</sup>, Mel Cohen Conference Center, 3:00pm-4:15pm

Sunday, October 18<sup>th</sup>, Mel Cohen Conference Center, 3:00pm-4:15pm

Sunday, November 22<sup>nd</sup>, Mel Cohen Conference Center, 3:00pm-4:00pm (Friendsgiving Potluck)

### **Executive Board Meeting Dates:**

Monday, August 10<sup>th</sup>, 5:00pm-7:00pm, Kick-Off Meeting, Phoenix Children's Foundation

Monday, September 14<sup>th</sup>, 7:00pm-7:15pm, Zoom

Monday, October 12<sup>th</sup>, 7:00pm-7:15pm, Zoom

Monday, November 16<sup>th</sup>, 7:00pm-7:15pm, Zoom

Monday, January 11<sup>th</sup>, 5:00pm-6:00pm (Executive Board only, 2026 Recap Meeting)

## **Special Events**

***Ignite Hope!***

***Saturday, December 12<sup>th</sup> 4:30pm-6:30pm***

### ***Locations:***

***Mel Cohen Conference Center***

Rosenberg Building 1910 Thomas Rd. Phoenix, 85016

***Phoenix Children's Foundation***

2929 E Camelback Rd Ste # 122 Phoenix, 85016



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## Teen Council

- Do you have a passion for helping kids and giving back to the community?
- Do you like to volunteer and raise money for a great cause?
- Are you looking to go into the medical field?
- Do you want to learn life skills that can help you such as public speaking, volunteering, organizing and leadership?

***Then Phoenix Children's Teen Council might be the right fit for you!***

### **Teen Council Members must commit to:**

- Actively fundraise to raise money for the yearly funding need of the hospital as determined following vote by Teen Council membership.
- We are here to learn the power of collective community philanthropy and fundraise to help the patients and families Phoenix Children's serves.
- Commit to a fundraising goal of **\$1,000** to the funding need voted upon by Teen Council.
- Commit to attending our culminating Council event- Ignite Hope- on Saturday, December 12, 2026.
- Be an advocate for Phoenix Children's through volunteerism and fundraising efforts within your personal network.
- Attend a minimum 4 out of 5 regular membership meetings held at our Phoenix Children's Thomas Campus.
- Must be a Freshman-Senior in High School for the 2026 school year.
- Individual membership dues of \$100 per year- due upon invitation to join the Teen Council (membership dues are allocated to the Teen Council voted upon funding priority).

**PLEASE NOTE: Applications go LIVE on April 1st at 10AM. Deadline to apply for the 2026 school year is Thursday, April 30th. Membership is limited to 60 participants. If demand exceeds this number before Thursday, April 30th, applications will close once the maximum capacity is reached.**

Sign Up & find out more information:

