



Executive Board Job Descriptions 2026

Executive Board Purpose

The Executive Board of the Teen Council helps lead, support, and guide the council throughout the year. Executive Board members work collaboratively to plan meetings, organize initiatives, fundraise, and serve as positive role models while supporting the mission of Phoenix Children's Foundation.

President

- Works with Teen Council Leadership to interview and select Executive Board members
 - Creates and records a "Welcome" video introducing themselves to the Teen Council
 - Sets the tone and serves as an example of leadership and engagement
 - Collaborate with the Executive Board to set annual goals
 - Helps develop council guidelines, expectations, and supporting materials
 - Creates and distributes agendas and meeting reminders for Executive Board and General Membership meetings
 - Presides over meetings and approves minutes
 - Oversees committee chairs and leadership positions
 - Performs other duties as assigned
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Vice President & Ignite Hope Event Lead

This position includes two functional roles:

Vice President

- Presides over meetings in the absence of the President
- Assists the President in managing the Executive Board
- Serves as a key support to the President
- Performs other duties as assigned

Ignite Hope Event Lead

- Oversees all planning and execution of the Ignite Hope Event
- Creates and manages the event sign-up sheet
- Sends reminders and follows up with participants
- Arrives early to oversee event set up and breakdown



- Take photos during the event
- Recruits Executive Board members to assist with event logistics
- Ensures signs and materials are prepared and distributed
- Serves as the primary point of contact for the event

Director & Co-Director of Social Committee

- Plans and facilitates ice breakers at each meeting (5 minutes maximum)
- Coordinates social elements throughout Teen Council meetings
- Oversees all aspects of the Friendsgiving Potluck, including but not limited to:
 - Save-the-date communications
 - Sign-up sheet coordination
 - Decorations
 - Event coordination
 - Event setup and cleanup

Director of Volunteers

- Shares relevant volunteer opportunities monthly for Teen Council members, including individual and small-group opportunities
- Includes both Phoenix Children's volunteer events and Teen Council-led activities
- Actively reaches out to council members to gather volunteer opportunities
- Secures Teen Council volunteers for Foundation and council events
- Gathers all necessary supplies in advance for service projects
- Sets up service projects during meetings and explains activities to members
- Break down service projects after meetings
- Delivers completed service projects to appropriate Phoenix Children's staff

Historian

- Takes photos at all Teen Council events
- Secures a replacement photographer if unable to attend an event
- Works with Phoenix Children's Foundation staff and the Publicity Director to update Teen Council social media platforms with current photos
- Collaborates with Foundation staff to draft and distribute the monthly Teen Council newsletter:
 - Draft due to Foundation staff on the Wednesday following the Teen Council Sunday meeting
 - Final newsletter due that same Friday



Corresponding Secretary & Homeless Youth Outreach (HYO) Lead

This position includes two functional roles:

Corresponding Secretary

- Writes thank-you notes to guest speakers
- Reads thank-you notes received by the council
- Distributes end-of-year certificates

Homeless Youth Outreach (HYO) Lead

- Communicates with Homeless Youth Outreach Phoenix Children's staff to coordinate donation drop-offs
- Delivers donated items following Teen Council meetings
- Manages Gift-In-Kind forms, including collecting and submitting them to Foundation staff

Recording Secretary

- Keeps a permanent record of all Executive Board and General Teen Council meeting minutes
- Records motions exactly as stated, including the individual making the motion and the outcome of the vote
- Sends approved draft minutes to the President and Foundation Representative one week prior to the next meeting
- Ensures minutes are formally approved at the following meeting

Director of Communications

- Oversees Span of Care group designation and rollout to the Teen Council
- Ensures Executive Board members are communicating regularly with their assigned Span of Care group
- Compiles the PowerPoint presentation for General Board meetings and reviews it with the President and Foundation Representative

Director of Publicity

- Works with Phoenix Children's Foundation staff to incorporate articles and photos on the Teen Council website
- Creates posts, stories, reels, and other social media content
- Promotes Phoenix Children's Teen Council and builds social media presence and engagement



Treasurer & Fundraising Lead

This position includes two functional roles:

Treasurer

- Prepares and maintains a monthly financial report one week prior to each meeting
- Manages the Teen Council budget, including dues collection and tracking fundraising proceeds
- Monitors financial accuracy and communicate updates to the Executive Board
- Performs other duties as assigned

Fundraising Lead

- Share fundraising ideas at each Teen Council meeting
- Works with council members who have successful fundraising strategies to have them share best practices with the group
- Supports overall fundraising efforts and member engagement



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 23rd, Mel Cohen Conference Center, 2:00pm-4:00pm (MANDATORY)

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

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

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

Executive Board Meeting Dates:

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

Monday, September 14th, 7:00pm-7:15pm, Zoom

Monday, October 12th, 7:00pm-7:15pm, Zoom

Monday, November 16th, 7:00pm-7:15pm, Zoom

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

Special Events

Ignite Hope!

Saturday, December 12th 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:

