



YES, I AM INTERESTED IN A KOLB ELEMENTARY PFC BOARD POSITION FOR THE 2011-2012 SCHOOL YEAR!

Please complete and turn this form into the Green Elementary front office or email Alberto Salazar with the candidate information at: alberto.salazar@efi.com by Friday, May 13th!

Contact Information

Name	
Telephone number	
E-Mail Address	
Student(s) Name(s)/Grade(s)	

I am interested in the following position(s):

Please check all positions you are interested in (just in case there are multiple applications for the same position). If you are interested in more than one position, please indicate 1st, 2nd, and 3rd choice. If you want to share a position with a specific individual, please list them in the co-chair position (the co-chair person needs to fill out their own form!).

President	I prefer to co-chair with: _____
Vice-President	I prefer to co-chair with: _____
Secretary	I prefer to co-chair with: _____
Treasurer	I prefer to co-chair with: _____
Director of Volunteers	I prefer to co-chair with: _____
Director of Communications	I prefer to co-chair with: _____
Director of Technology	I prefer to co-chair with: _____

Background Information

PFC meetings are typically once per month with an occasional working session. There are 7 officer positions (President, Vice-President, Secretary, Treasurer, Director of Volunteers, Director of Communications and Director of Technology).

Everyone is welcome! If your child will attend Kolb Elementary School beginning August 2011, you are currently eligible to apply for a PFC Board position for the 2011-12 school year! Everyone is welcome and we can have more than one board member in each position.

Duties

President Duties:

- be the chief executive officer and general manager of the Corporation and will generally supervise and control all business and affairs of the Corporation
- perform all duties incident to this office and such other duties as may be required by law
- preside over all meetings of the Board and make reports to all the membership large
- represent the school at district meetings
- communicate with Principal & stay apprised of school & district activities
- be fingerprinted

Vice President Duties:

- in the absence of the President
- perform all duties of the President
- oversee all fundraising activities
- assist the President when needed

Secretary Duties:

- certify and maintain a copy of the Bylaws
- take, distribute to Board, post, and keep a book of minutes for all meetings
- be custodian of the records of the Corporation
- in absence of both the President and Vice President from a meeting, call the meeting to order and appoint a temporary chairperson
- be responsible for all correspondence at the direction of the president

Treasurer Duties:

- have custody and be responsible for all funds & investments (deposits funds)
- receive, safely keep, and give receipt for monies
- keep & reconcile checkbooks
- disburse funds as directed by the Board
- keep and maintain adequate and correct books and records for assets, liabilities, receipts, disbursements, gains & losses stored in QuickBooks
- present financial status reports at regular meetings of the Board
- prepare and monitor budget and make required tax or regulatory filings
- presents books on an annual basis to audit committee and next Treasurer
- be fingerprinted

Director of Volunteers Duties:

- keep list of all volunteers and the subcommittee volunteer signups sheets
- prior to the start of an event, contact all parents on the signup sheet and identify a chairperson is in place for that subcommittee; if a chairperson can not be identified that event will be cancelled
- keep a list of room parents by contacting teachers to get the name of their room parent, not all classrooms will necessarily have a room parent
- hold a kickoff meeting with room parents giving them general responsibilities and guidelines
- liaison between the Board and volunteers
- contact volunteers and establish new subcommittees at the direction of the board
- put together subcommittee signups for the following school year

Director of Communications Duties:

- coordinate, write and disseminate information for PFC newsletters and PFC related events and activities
- work to ensure efficient communications to parents

Director of Technology Duties:

- overseeing and implementing the technology tools (PFC website, social media sites, online efforts) to communicate with parents

Please contact Alberto Salazar at: alberto.salazar@efi.com with any questions.