



# John Green Elementary PFC Nominations

## What is the PFC?

The purpose of the PFC is to assist Green Elementary School in providing quality education for all Green Elementary School students; to sponsor activities which raise funds through parental involvement to assist in supporting the educational programs and extracurricular activities at the school. The PFC board is comprised of nine board positions, eight parents and the principal. All board positions are open to the nomination process each year, even if a current board member is interested in returning. All board members are expected to attend board meetings held every month, carry out general board member duties including approving minutes and voting on proposals.

The following is a brief description of each board position, **the bolded titles do not have a returning board member that is interested in holding that seat.** The complete list of duties for each position is available in the PFC bylaws at [johngreenpfc.org](http://johngreenpfc.org). **Each position can be made into a Co-position to share the responsibilities between each person.**

**President:** is the chief executive officer and general manager of the corporation and will generally supervise and control all of the business and affairs of the Corporation, subject to the direction of the Board; Attends monthly Superintendent's Council Meeting with the Superintendent and PFC/SSC reps from other schools in the district.

**Vice President:** Assist the President when needed; Oversee all fundraising activities, which include, but are not limited to: Fall Check-in/Registration, Gator Gallop, Food Sales, Box Tops, and eScrip.

**Secretary:** Keep minutes of all the meetings of the members and Board; Distribute minutes of the meetings to the Board two weeks prior to the next meeting and post the approved minutes in the School office; Prepare a list of unfinished business items for the president and assist with preparation of the Agenda.

**Treasurer of Deposits, Reimbursements and Purchases:** is responsible for all funds and investments and acts in a manner as directed by the Board. Duties include income deposits (including donations), paying properly documented invoices, purchases, reimbursements and other monies due, maintaining detailed documentation for such transactions, providing receipts, keep and reconcile bank check book, following proper cash handling procedures, reconcile and approve company matching donations, and tracking faculty stipends. Fingerprinting is required and will be reimbursed.

**Treasurer of Budget and Accounting:** is responsible for all funds and investments and acts in a manner as directed by the Board. Duties include keeping and maintaining adequate and correct books of the PFC's properties and business transactions, preparing and monitoring the budget of the PFC, present financial status reports at board meetings, make any required tax or regulatory filings and support annual audit process. Duties may also include paying properly documented invoices, purchases, and other monies due using bank debt card. Fingerprinting is required and will be reimbursed.

**Director of Volunteers:** Keep a list of all volunteers and the subcommittee volunteer signup sheets; Keep a list of all volunteers and the subcommittee volunteer signup sheets; Keep a list of room parents; Contact volunteers and establish new subcommittees at the direction of the board.

**Director of Programs:** is responsible for overseeing school programs/activities, which include, but are not limited to: Art in Action, Breakfast Book Club, Junior Achievement, Yearbook; Collaborate with school administration and teachers to research, propose and implement approved and funded student assemblies and educational programs. These programs can be before, during or after school hours.

**Director of Communications:** will coordinate, write and disseminate information for the PFC newsletters and related events and activities, including but not limited to weekly updates; Work closely with School office management on newsletter production and communication; Shall maintain and update the corporations webpage.

### **How can parents help?**

**Presently, we are seeking PFC nominations for the 2018-19 school year. If you would like to nominate someone (please ask them first) or nominate yourself, please complete the form below and return it to the school office. Thank you!**

**Name** \_\_\_\_\_

**Child(ren's) name(s)** \_\_\_\_\_ **Grade(s)** \_\_\_\_\_

**I want to serve on the PFC as a** \_\_\_\_\_ **because** (A ballot statement is necessary if we need to hold an election. If necessary, you may attach a second sheet of paper to this form).

**Please turn in to the PFC mailbox at the office on or before April 10, 2018**