

KOLB ELEMENTARY PARENT FACULTY CLUB (PFC)

BOARD POSITIONS ROLES & RESPONSIBILITIES

This document is based on the Bylaws but tries to be more comprehensive. Roles and responsibilities are not limited to what is listed below.

PRESIDENT

(The chief executive officer of the organization)

- Supervise the business and affairs of the PFC subject to the direction of the board.
- Preside at all meetings of the Board.
- Represent the School at district meetings, including the monthly Superintendent's Council Meeting.
- Collaborate & communicate with the Principal and Office Staff to stay regularly apprised of School and district activities.
 - Approves and then Submits all PFC flyers to Principal for approval, once approved then forward to Julie, Director(s) of Volunteers/Room Parents, Director of Communications, and event coordinator/chair.
 - Oversee all committees.
 - Work with committee chairs and Kolb office staff, as needed.
 - Ensure facility use requests are submitted for all PFC events.
- Oversee the Board's roles, responsibilities, and duties.
- File and maintain all Corporate documentation and filings.
 - Statement of Information (Secretary of State) – Personnel at Fremont Bank prepares documents (online forms www.sos.ca.gov/business/be) - annually in September.
 - Articles of Incorporation
 - Corporate Bylaws
 - Business License documentation (not a business, have 501c3 designation).
 - Corporate Tax Filings (Astute Tax Services).
 - PTO Membership (bookkeeping & liability insurance) - annual October renewal via email.
 - DUSD annual required forms.
- Maintain and update PFC events calendar (Google Sheet).
- Teacher/Staff Appreciation events to consider
 - Birthday grams
 - Welcome Back cake/breakfast (first day of school)
 - Back to School Night Dinner
 - Valentine's Brunch
 - Monthly coffee bar
 - Appreciation Week - Friday lunch
 - Assistant's Day (Attendance Secretary & Principal's Secretary)
 - Principal's Day (both Principal and Asst. Principal)
- Must be fingerprinted to handle funds.
- Must be listed on PFC Bank Accounts.

VICE PRESIDENT

(Assist the President as needed; oversee all fundraising activities/events)

- Major fundraisers
 - Fall Check-In: family donations (letter to parents detailing PFC role, activities, and funding needs)
 - Fall Fundraiser: Otis Spunkmeyer/Believe Kids fundraiser (or other)
 - Spring Fundraiser
- Additional fundraisers
 - AmazonSmile
 - Box Tops (all online now)
 - Labels for Education
 - Dine Outs - one per month. Create flyers for distribution via PFC Newsletter, Kolb Newsletter, and PeachJar, along with posting around Kolb (Principal approval required on all flyers). Flyer distribution/posting should occur 2 weeks before the event.
 - After-school food sales - once or twice per month.
 - School Supplies - must work with teachers for supplies lists and coordinate with school supply company (currently 1st Day School Supplies).
 - Corporate Matching - advertise to all the parents at Kolb.
- Work with local businesses for PFC program/event sponsorship (funding and volunteer assistance for events like Donuts with Dad and Mornings with Mom).
- Ensure all approvals from Kolb and District
 - Facility use requests
 - Annual fundraising organization form
 - Individual fundraising event approval form
 - Onsite Food sale approval form
- Must be fingerprinted to handle funds.

SECRETARY

- Maintain and distribute minutes of all board and general meetings. Minutes should be provided to the President(s) within 1 week after the meeting for review/edits. Once approved, minutes should be sent to the full Board for review/edits. Minutes will be approved at the next PFC General Meeting.
- Ensure current Bylaws and general Meeting minutes are posted to the Kolb PFC website on time.
- Ensure upcoming General Meeting agenda posted online (Website, Facebook).
- Assist with the preparation of the meeting agendas
 - Email Board members 1 week before meeting to request agenda items
 - Draft agenda and submit to President 3 days before meeting for approval
- Keep all official legal and corporate records of the Corporation including filing the correct corporate documents.
- Assist the President in filing and maintaining all Corporate documentation and filings (as listed under President).

- Be responsible for Corporate legal affairs and be the designated contact person for Corporate counsel.
- Approve paperwork for adding additional PFC Board Members to Bank Accounts.

TREASURER

- Maintain financial records (QuickBooks software program).
- Prepare and monitor the budget, to be presented at each general PFC meeting and posted on the PFC website on time.
- Process deposits and payments on time (once per week).
- Follow cash handling procedures (a separate document).
- Approve company matches online.
- Communicate to teachers and staff the guidelines for Stipends/Grade Level Grants (email letter at beginning of the school year).
- Keep and maintain records of Stipends/Grade Level Grants (updated weekly) and cross-check the spreadsheet with QuickBooks entries.
- Must be fingerprinted to handle funds.
- Must be listed on PFC Bank Accounts.

DIRECTOR OF VOLUNTEERS & ROOM PARENT COORDINATOR

- Help recruit volunteers through email, flyers, Fall Check-in, PFC meetups.
- Maintain a list of all volunteers and work with Kolb staff to ensure volunteers are cleared through the District.
- Volunteer priorities:
 - Room Parents
 - Junior Achievement
 - Art in Action
 - Run Club
 - Breakfast Book Club
- Serve as a liaison for the room parents.
- Contact volunteers as needed for various events/school support.
- Email out weekly PFC updates to Room Parents for distribution to class parents (emails should go out Sundays, with drafts to President for review by Saturday).
- Hold Room Parent/Volunteer Kickoff Meeting at the start of the school year
 - Room Parent roles/duties
 - Junior Achievement
 - Art in Action
 - Breakfast Book Club
- Teacher Appreciation Week - communicate activities and expectations with Room Parents.
- Volunteer Appreciation event in April.
- Submit facility use requests for PFC volunteer events/meetings.

DIRECTOR OF COMMUNICATIONS AND TECHNOLOGY

- Coordinate and write information for the PFC Kolb community on the PFC website, private Facebook page, and private Twitter page.
- Maintain and update the PFC webpage, PFC Facebook page, and PFC Twitter handle on time.
- Ensure PFC meeting minutes and budget are added to the PFC webpage monthly.

SPIRIT WEAR DIRECTOR

- Work with PFC to develop a budget.
- Ensure all approvals from school and district.
 - District fundraising forms
 - Facility use requests forms
 - New designs approved by Principal
- Maintain inventory (monthly)
- Market and distribute clothing.
 - Fall Check-in
 - Monthly Spirit Wear sales (Tuesday before Spirit Days, as designated by Kolb Student Council)
 - Online sales
- Spirit Fridays (last Friday of the month)
 - Work with Ms. Ng to distribute prizes to top classes (\$0.05 to \$0.10 per prize per student in each top class, Spirit Wear budget)
- Must be fingerprinted to handle funds.