

Job Descriptions for Open PTF Exec positions

President

The President will be elected by the majority vote of the Board members. The President will preside at all meetings. The President may appoint standing and special committees. The President will be an ex-officio member of all committees and act as a liaison between the various committees in order to coordinate committee efforts. The President will perform all other duties incident to the office, subject, however, to the control of the school administration.

Secretary

The Recording Secretary will be elected by the majority vote of the members. Duties include but are not limited to:

- Keep minutes of all PTF meetings
- Keep a register of the names and addresses of each officer and member
- Provide a summarized record of all PTF proceedings to the school administration

Parliamentarian

The parliamentarian will be elected by the majority vote of the members. Duties include but are not limited to:

- Assist the President as needed with procedures of all meetings of the PTF and the PTF Board
- Retain a copy of the Robert's Rules of Order Newly Revised which governs the PTF procedures in accordance with the PTF bylaws
- Oversee selection of nominating committee and yearly election of officers
- Provide members and the executive board with training on simple parliamentary procedures (how to state a motion, rules of debate, quorums, etc)
- Maintain a copy of the constitution and bylaws at every general and executive PTF meeting
- Make sure that meetings adhere to the agenda
- Assist with the coordination of motions and resolutions
- Keep track of the order of those wishing to speak, motions, amendments, voting, etc.
- Assist with the election and voting procedures.
- Support the president in maintaining order and adhering to time schedules.

Hospitality

The Hospitality/Volunteer Coordinator will be elected by the majority vote of the members. Duties include but are not limited to:

- Conduct meetings as required with the FCS Principal and/or administration to coordinate upcoming activities that may require PTF involvement. Inform the Executive Board via email or at the next regularly scheduled board meeting.
- Coordinate with chairperson of each ad hoc committee once fund raising dates are established. Recruit and recommend committee members/chairs to host/sponsor events.
- Assist the President and Vice-President with marketing and media events associated with major fundraising activities.
- Coordinate with PTF executive board and FCS to determine volunteer needs.
- Solicit support by contacting parents and facilitating volunteer staffing.
- Serves as the Room Parent Coordinator and Teacher Appreciation Coordinator.