

PFC Roles and Responsibilities

Rev: February, 2017



It is recommended that each of these positions have **two** representatives. One would be an individual who has some experience / exposure to GOMS and the PFC process, and the other a “new” parent who is willing to learn about and gain experience in the PFC process. Typically this would be one parent of an 8th grader, “shadowed” by a parent of a 7th grader. This allows for continuity from year to year, an opportunity to get more people involved, and flexibility in getting these tasks completed.

PRESIDENT: Develop and manage the processes, procedures and methods of conducting business

- Liaison with Principal
- Facilitate all PFC activities
- Set meeting agendas, and lead all meetings
- Ensure compliance of “non-profit” status requirements
- Accountable for developing and complying to all processes and procedures as defined by the Board

Co-VICE PRESIDENT: Support the President and all Board Members in their duties

- Support the President in all defined roles
- Works with the Secretary to keep the email account and communications information up to date and accurate.
- Liaison for all fundraising activities, as needed
- Manage Calendar of activities
- Coordinates Spirit Nights
- Gmail

SECRETARY: Manage all communications within the PFC, and throughout the Granite Oaks community

- Take and report PFC Meeting notes
- Communications to PFC Board, parents, staff, as needed
- Manage PFC email account, and contact lists.
- Eblast – Works with the front office (Kelly Holm) on weekly school communication, as needed.
- Morning Announcement – Work with the front office (Joan Rettinhouse) on daily school communication, as needed.

Co-TREASURER: Manage all financial aspects of the group.

- Manages the check book and bank account activities
- Reports finances and budget
- Complete all tax reporting and non-profit status requirements
- Support all fundraising committees with financial information, or other takes required.

Co-STAFF APPRECIATION COORDINATOR: Manage and coordinate all activities to support and recognize the staff at Granite Oaks

- Facilitate all Staff appreciation activities
 - Monthly Staff Meetings
 - Thanksgiving Feast
 - May “Fiesta” and Staff Appreciation Week
 - Teachers birthday recognition

SCRIP COORDINATOR: is responsible for managing the Scrip grocery store program; which includes promoting scrip grocery store enrollment and marketing as well as Amazon.

COMMUNICATIONS COORDINATOR: is responsible for all publicity and communication of PTC related events to the Granite Oaks community and to the community at large. Duties include Eblast and morning announcements (in conjunction w/the VP) flyers, media relations (facebook), website updates, APP (including notifications) and other duties including promotions, upon Committee Chairmen request, in support of PFC events.

The Chair positions and descriptions of duties are:

Facebook Administrator

Firework Stand Coordinator

SPELLING BEE LIAISON: Work directly with the teacher coordinator, Cynthia Camillucci, as well as the Interact Club at RHS.

8th GRADE PROMOTION DANCE COORDINATOR: is responsible for planning the annual event (last week of school, planning begins in Feb).