

## PFC Executive Board Nominations for the 2017-2018 School Year

We are holding our election for the 2017-18 school year in April, so it's time to start thinking about volunteering for one of the positions below. This is a great opportunity to directly help your student and the school in many ways. The PFC is responsible for coordinating all the social events that our kids love so much. We also are responsible for managing all the fundraising on behalf of the school, and for using that money to support the teachers and staff for supplies and events the district can not fund.

We are looking for people to fill the following positions:

- **President**
  - Responsible for leading our meetings both executive and general, working with the district and other Dublin PFC by attending monthly meetings at the district.
  
- **Secretary**
  - responsible for taking/disseminating meeting minutes, following-up on action items/next steps and other administrative duties as assigned
  - Responsible for attending the 1-month Superintendent district meetings (held usually on the first Friday's from 9-11 at District office) to report on what our school is doing and share information with District/other schools
  
- **Treasurer**
  - Manage all PFC funds. Pay bills and deposit funds from various events and fundraisers. Track budget and present reports at monthly meetings. We use Quickbooks Online (it's easy to use and Derek can train new treasurer)
  
- **Vice President – Fundraising**
  - Responsible for leading our efforts to find new ways to fundraise for the school.
  
- **Vice President – Communication**
  - Responsible for improving our communication to parents, sending newsletters, updating website.
  
- **Vice President – Volunteer recruitment**
  - Responsible for finding chairpersons for each of our events and then helping them to recruit helpers for the events.
  
- **2<sup>nd</sup> Vice President**
  - No specific defined role, help with all the above as needed.

**All of these positions can be held by multiple people in a co-Vice President role.** In fact, many of the other schools in our district have multiple people in each role. Please consider nominating yourself for one of the positions. Nominations can be turned in anytime to the office or to [pfc@fredpfc.com](mailto:pfc@fredpfc.com), and elections will be held April.

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I nominate myself for the position of \_\_\_\_\_

Name \_\_\_\_\_

Student(s) name(s) and grade (s) \_\_\_\_\_