**Parent Volunteer Job**

**Family Club President**

**Points: 4**

**Reports To:** School Board

**Responsibilities:**

* **FC meetings are once a month**, usually the first week of the month. A monthly schedule needs to be emailed to ACS office so they can upload this on the website calendar.
* FC president should be at each meeting to facilitate, as it is their agenda that is being followed and the president is to run the meeting and follow along with this agenda. If the president cannot attend a meeting, it is best to reschedule for when the president and all officers can be there. If this is not possible, then the VP is to run the meeting. Refer to FC agenda on the jump drive for examples/templates of an agenda. FC president is to start the meeting by leading in prayer. The VP usually closes the meeting in prayer. Secretary report is next in the meeting, followed by Vice President’s Scrip report, next comes the treasurer’s report, then the president’s old business and new business, which is the agenda. Robert’s Rules of Order is to be followed at the meetings.
* **The president is required to provide a family club report quarterly to the ACS school board, months October, January, and April.** There is a school board member who will oversee Family Club. Communicate with this person monthly to inform them of the monthly meetings-reports, expenses, votes, etc. Refer to school board reports on the jump drive or in the FC binder for examples/templates of a report.
* President will communicate with other officers to ensure their duties are being followed (example-Scrip reports, secretary minutes, treasurer to make payments throughout the year)
* Speak at Kick-Off to introduce yourself as the Family Club (FC) president, explain the purpose/mission of the FC and anything else you would like to discuss with the families (office snacks). VP speaks about Scrip.
* Check the FC mailbox in ACS office often to see if there are any request forms that need to be voted on.
* If a FC request for funds form is less than $75, you and one other officer can vote on this without having to call a meeting for all the officers to be present to vote. If a request for funds is over $75, then it must be voted on formally at a meeting.
* It is the president’s responsibility to consistently shop, stock, and keep track of the office snacks. Often the other officers can help with this and shop, if needed. The receipts for anything purchased need to be turned into the treasurer. Label what the receipt is for (i.e.-office snacks) and put in an envelope in the mailbox in the ACS office.
* President shops and delivers food for teacher in-service breakfasts throughout the year.
* Follow the monthly duties document to keep up what is expected of you and to know school events that FC funds or helps with-Thanksgiving feast, parent teacher conference, Christmas program
* Officer elections are held in May so new officers voted in can be properly trained and start the new term (the term begins in the beginning of August and ends in 2 years at the start of August. VP and Treasurer terms end when school year ends in even number. President and Secretary terms end when school year ends in odd numbers. The terms are 2 years.
* Consequences-if these duties are not being done by the president, or if the other officers are not meeting their duties refer to the Family Club by-laws to determine plan of action/removal.

7/6/22 dc