

## **PCEP LEADERSHIP POSITIONS**

### **PRESIDENT**

- Plan agenda and preside at executive committee, board, and parent meetings.
- Maintain impartiality and use basic parliamentary procedure at all meetings.
- Co-sign all binding agreements.
- Review bank statements monthly (hardcopy or online).
- Submit informational articles to the newflash as needed.
- Review all PCEP financial reports, tax returns and other corporate documents and reports.
- Communicate regularly with officers and maintain visibility to membership.
- Promote and encourage the philosophy and goals of the PCEP within the community.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\*See Note.

### **VICE PRESIDENT OF COMMITTEES**

- Serve as a member of the board and executive committee.
- May be called upon to perform the duties of the President in the absence or inability of that officer to serve, and shall assist the President when called upon.
- Assume the duties of President until the next scheduled election, in the event of a vacancy in the office of president.
- Serve as an overseeing member of all program-wide committees.
- Plan and execute the sign-up and organization of program-wide committees.
- Periodically attend committee meetings.
- Enlist parent helpers for student screenings and pictures.
- Purchase hospitality supplies and oversee parent meeting set-up/take down.
- Assist committees in writing and submitting yearly proposals.
- Appoint Membership and Directory Chairpeople by May 31<sup>st</sup> of the current year for the following school year.
- Work with school fundraising and event chairs to reduce duplicate donation requests to area businesses and to share effective fundraiser promotions and support resources.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\*See Note.

### **VICE PRESIDENT OF CLASSROOMS**

- Serve as a member of the board and executive committee.
- May be called upon to perform the duties of the President in the absence or inability of that officer to serve, and shall assist the President when called upon.
- Assume the duties of President until the next scheduled election, in the event of a vacancy in the office of president.
- Serve as an overseeing member of all matters concerning Parent Coordinators.
- Plan and execute a Parent Coordinator orientation.
- Plan and execute Field Trip Coordinator training each fall.
- Work with Art Cabinet Committee and Art Show committee to plan and execute Art Parent training.
- Oversee the classroom participation exemption process.
- Receive and review a duplicate copy of the bank statement.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\*See Note

### **SECRETARY**

- Serve as a member of the board and executive committee.
- Record minutes at each board, and parent meeting and provide a copy of the minutes (hardcopy or electronic) to the Principal and all the board members. She/he must ensure a copy of the approved parent and board meeting minutes are posted to the PCEP website.
- May be called upon to call a meeting to order and appoint a chairperson in the event the President and Vice Presidents are absent. Responsible for ensuring that the minutes are prepared and amended.
- Compile speaker presentations and prepare slideshow for presentation at parent and board meetings.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\*See Note.

### **TREASURER**

- Serve as a member of the board and executive committee.
- Serve as chairman of the budget committee and present the budget to the membership.
- Oversee the proper handling of fundraising monies by committee chairs and promptly deposit funds in PCEP bank account.

- Keep an accurate and detailed account of all funds received and disbursed, and submits a written financial report at each board and parent meeting.
- Preserve all vouchers, receipts, bank statements, canceled checks, and other records as specified in the records retention timetable and submit to President or audit committee upon request.
- Prepare a year-end financial report to be submitted to an audit committee.
- Send application form and payment for liability insurance and fidelity bonding insurance.
- Communicate regularly with PCEP President and Assistant Treasurer about financial reports.
- Prepare and send all PCEP financial reports, tax returns and other corporate documents and reports.
- Notifies all those that request Budget and Surplus proposals with Board decisions.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\**See Note.*

### **ASSISTANT TREASURER**

- Collect monies for all PCEP accounts, providing written receipt to families for all cash pledges, and written receipt to all committee chairpersons for all funds received from committees.
- Record pledge donations by month and family name.
- Along with the Treasurer, oversee the proper handling of fundraising monies by committee chairs and promptly deposit funds in PCEP bank account.
- Deposit all monies promptly and call treasurer with deposit information.
- Provide tax receipts to parents and businesses upon request.
- Submit forms for corporate matching funds.
- Serve as a member of the board and the budget committee.
- Attend meetings, provide Treasurer's Report or perform other duties in absence of Treasurer, if necessary
- Collect Requisition for Funds forms, review for completeness, and dispense funds in a timely manner.
- Create YTD classroom reports and distribute to teachers and support staff at regular intervals.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\**See Note.*

### **BOARD REPRESENTATIVE**

- Attend all board and parent meetings.
- Each grade rep in turn for Board meetings – take notes, type up a synopsis and email it to the Office Manager that night for inclusion in the Newsflash the next day.
- Field questions and comments from your parent group in response to board issues.
- Present opinions and concerns regarding board issues from your parent group to the board.
- Fulfills classroom committee requirement for classroom in grade represented.

### **PUBLIC RELATIONS COORDINATOR**

Serve as a member of the board.

- Provide tours for School District personnel, prospective new families, and people interested in starting a program in their district.
- Plan and preside at a new family orientation in September and an information night for kindergarten parents in January.
- Become familiar with the history of the PCEP.
- Maintain records of all news articles relating to the PCEP.
- Answer all correspondence/inquiries for information about the PCEP.
- Excused from classroom committee requirements for all of his or her children enrolled in the PCEP.\**See Note.*

### **EXECUTIVE COMMITTEE**

The Executive Committee of PCEP serves as an advisory group to both parents and administration. The Executive Committee consists of the President, Vice President of Classrooms, Vice President of Committees, Secretary, Treasurer and Principal. The group is required to meet no less than two times monthly.

*The complete text of PCEP Executive Committee: Roles and Responsibilities is located in the PCEP Policies, Guidelines and Procedures notebook located in the Parent Room and on the PCEP website or may be requested from your Parent Coordinator.*

### **NOMINATING COMMITTEE**

- Recruit nominees for all board positions and membership chairperson.
- Is not exempt from classroom committee requirements.
- Must be elected by general membership

### **PARENT COORDINATOR**

- Attend parent coordinator training in June
- Utilize MWPC Manager software throughout the year as required
- Establish communication with each family in the class prior to the teacher letter being sent out in August
- Welcome new families, introduce them to the classroom and offer to coordinate a buddy family for them
- Assist teacher in early August gathering rotation and committee preferences
- Make contact with classroom board representative and ensure class is aware of board representative role
- Attend class orientation, reviewing necessary material with parents as outlined by VP of Classrooms and teacher
- Assist teacher as needed with scheduling rotations and committees for the school year
- Compose and distribute a calendar of parent work schedules and committees
- Consult with VP of Committees about parents from class assigned to program-wide committees
- Coordinate and gather all PCEP and district paperwork as specified
- Maintain classroom communications utilizing email and mailboxes
- Offer support and assistance to the teacher and parents as needed
- Communicate with parents regarding parent participation issues (parent meeting attendance, rotation fulfillment, committee duties)
- Assist parents in utilizing proper communication channels for concerns
- Fulfills classroom committee requirement for classroom in grade serving as Parent Coordinator.

*\*NOTE: Due to the additional time commitment required by the following positions, they are excused from classroom committee requirements for all their children enrolled in the PCEP: President, Vice President of Committees, Vice President of Classrooms, Secretary, Treasurer, Assistant Treasurer, and Public Relations Coordinator. An exception would be made if 2 or more parents in one classroom serve on the Board. Then any board member may be asked by the parent coordinator to fill a class committee position after all other options have been exhausted.*