

PFC Roles and Responsibilities

Rev: January, 2014



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

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

- Support the President in all defined roles
- Manages the PFC Membership drive and 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

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. Works with the VP to support all Membership activity.
- Newsletter – if determined necessary

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.

STAFF APPRECIATION: 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

MAGAZINE/ COOKIE DOUGH FUNDRAISER COMMITTEE: Manage and execute the largest school fundraiser for the year conducted in September.

- Establish a committee of at least 10 individuals
- Tasks include:
 - Liaison with the fundraiser company “GigaFunds” and GOMS vice-principal
 - Collecting orders from the students, reconciling the orders including money collected, recording the orders in a master spreadsheet
 - Work with the Treasurer for deposits, invoice payment, and financial tracking and reporting.
 - Tallying and tracking “prize” qualifications for the students (based on spreadsheet entries and summaries)
 - Distribute prizes to the students during lunchtime
 - Manage and execute the frozen cookie distribution day

8th GRADE PROMOTION DANCE COMMITTEE: Facilitate and Coordinate all activities to put on the 8th Grade promotion Dance

- Establish a committee with at least 10 individuals. This committee shall consist of parents of 8th graders and 7th graders
- Plan and execute the celebratory 8th Grade promotion dance at the end of the school year
- Work with the Principal to ensure all school and District requirements are complied to
- Leverage past successes, supplies, decorations, etc.
- Wrap-up, summarize and make recommendations for the next year. All supplies and information shall be kept neat and orderly to ensure a smooth transition and success the following year.
- Identify a chair person(s) for the next year. This should be an individual who helped this current year.

SPELLING BEE COMMITTEE: Facilitate and execute the Live Spelling Bee for our students.

- Establish a committee of at least 4 individuals
- Work with the Language Arts Teachers to schedule the date of the Live Spelling Bee and determine the timeline to get the students qualified for this event
- Help support the fundraiser portion (“The Great Falcon Spellcheck” spelling test and pledges) that the teachers administer. (this is typically grading the tests for the teachers)
- Plan and execute the Live Spelling Bee
 - Secure “Celebrity / Community” Judges
 - Complete program, name tags, and all supplies for judges, etc.
 - Set-up of the auditorium
 - Work with “Rocklin’s Tutoring Team” to complete the “Official Spelling List” with confidentiality
- Finalize reporting, summary, recommendations for the next year.

REWARDS PROGRAM / e-SCRIP COORDINATOR: Manage and coordinate the various Rewards programs in our community to raise funds for our school.

- Enroll our school in as many “rewards” or e-scrip programs in our community (ie. Bel-Air, SaveMart, Target, Safeway, Nugget, etc.)
- Communicate to our school population about these programs, and how individuals can get signed up
- Work with Treasurer to ensure proper financial tracking and reporting.