

PIE BOARD RESPONSIBILITIES

President/Co-President*

The president has general oversight and supervision of the affairs of PIE. Acts as main contact between school and Parents In Education. Main responsibility is relationship building and nurturing a positive partnership between Parents, FRCS Executive Board and staff in particular Family Network Liaison upholding core values of PIE. Makes certain policies and procedures are being followed by all members. Delegates tasks to board members and others where appropriate. Monitors PIE email on a daily basis, responding to inquiries and requests on a timely basis. Prepares agenda and runs monthly meeting.

Serves as a signer on PIE bank accounts. When necessary, conducts bank deposits and withdrawals in Treasurers absence

Meets with FRCS Administration and Treasurer for Yearly Calendar Planning and Budgeting.

Voting member of PIE, however, not permitted to bring a motion to the floor. *These responsibilities can be split between two co-presidents.

1st Vice President & 2nd Vice President

The 1st Vice President and 2nd Vice President have the authority to perform the duties of President in the Presidents absence and as the board determines. Both the 1st and 2nd Vice Presidents shall oversee and report monthly on any committee for which the board determines they should be responsible.

Responsibilities distributed between Vice Presidents: Room Parent Coordinator; Sunshine Coordinator; Coordinating childcare for PIE mtg.; knowledge of Building Use Form procedure; maintaining record of event wrap up forms submitted by event committee chairs; attending monthly FRCS Board Mtg. The Vice Presidents are voting members of PIE.

Treasurer:

The Treasurer shall maintain a permanent record of PIE financial reports and bank statements. Maintain accurate record of all expenditures, receive all funds for PIE and deposit into account. Be a signing officer. Provide a report of all receipts and expenditures at each monthly PIE meeting; have books ready for inspection/audit annually; prepare annual budget to be voted on each June. Voting member of PIE; may chair an event.

Recording Secretary: Takes Minutes of PIE Meeting, keeping a permanent record; prepares minutes to be available to the school community; records attendance, keeps updated roster of all officers subcommittees; responsible for overseeing, updating and maintaining PIE's bylaws annually; voting member of PIE; may chair an event.

Corresponding Secretary: Maintains a permanent record of all correspondence and press releases. Sends thank you notes for donations; voting member of PIE; may chair an event.

Responsibilities which may be split between board members if there is not a separate chairperson available to take on tasks: Facebook; newsletter, website.