

PRESIDENT CVCHS PFC Position Description

General Information:

The president shall preside at all meetings and shall be an ex-officio member of all committees, and shall appoint Chairpersons of Standing and Special Committees, subject to approval by a majority of the Executive Board. Meeting attendance is mandatory as an Executive Board Member. This position can take at least 10 hours a month to ensure smooth running of the Parent Faculty Club.

Responsibilities:

1. Will be on the bank signature card and act as a second signature on all checks, except for checks made out to the President. The EVP will sign those checks.
2. Be the speaker for the PFC if requested by Administration. The President may delegate to the EVP or another Executive Board member to represent the PFC.
3. Ensure PFC projects or events are coordinated and completed in a timely manner.
4. Perform special projects or reports at the request of the CV community, or delegate to another member.
5. If necessary, assist other Board positions with issues or take over when vacated until a new member can be found.
6. Know deadline dates to ensure PFC compliance on all legal requirements.
7. Whenever there is a PFC booth or table, ensure there are members to cover the event.
8. Get incoming student and parent emails at the beginning of each year and forward to the Eagles Eye Editor.
9. Give all Executive Board Members a binder to keep their relevant data each year. Collect at end of year to give to new member of the upcoming year.
10. In May, ensure training for all new members of the upcoming year.
11. Schedule a budget meeting during the summer for the Executive Board.