

## Board Positions

### President

Act as Chief Executive Officer of the PFC, subject to the control of the Executive Board, with authority for general supervision, direction, and control of the business, officers, and committee chairpersons. The President must have served one term in a PFC Executive Board position or have had previous board experience prior to assuming this office. Attend all meetings of the general membership, Executive Board and any other meetings the Executive Board deems, by majority vote, to be mandatory.

### 1st Vice President

Serve as aide and substitute for President.  
Dinner Auction Chairperson (or designated replacement event).

### 2nd Vice President

Fall Fundraising Chairperson. (Jog-A-Thon)

### Treasurer

Signatory on accounts.  
Responsible for maintaining account balances.  
Responsible for accounting procedures at events.  
Prepares annual financial statement and taxes for the year serving as Treasurer.  
Submits books for annual audit.

### Financial Secretary

Receive and deposit monies from all major fund raising activities. Provide original receipts to Treasurer.  
Maintain possession of credit card processing equipment and handle all credit card transactions. Provide original receipts to Treasurer.

### Secretary

Attend PFC meetings and prepare and distribute minutes.  
Maintain records and logs of equipment inventory.  
Prepare and distribute meeting minutes, outside correspondence, and public notices.  
Assist HVE office in managing front and rear marquees for PFC related information.  
Manage PFC calendar.

### Social Media Coordinator

Responsible for managing HVPFC website with assistance of volunteers.  
Prepare posts and manage incoming information about upcoming events and fundraisers to be sent in a Weekly Email Blast (Monday Memo), placed on the HVPFC Facebook Page, and on the HVPFC Website.  
Collect input/articles for monthly eBlast newsletter (ie, Letter from Principal, Letter from PFC President)

### Non-Traditional Fundraising Chairperson

Responsible for maximizing corporate donation programs like: ESCRIP, Target, grocery store club cards and Box Tops for Education, AmazonSmile.  
Discovering other previously unexplored fundraising programs.

### Sergeant-At-Arms

Attend and Maintain order at all PFC meetings.  
Ensure Board actions are in accordance with bylaws.  
Maintain organization of bylaws.

#### Volunteer Coordinator

Responsible for creating and maintaining email and contact groups of all HV volunteers, sending reminder email notifications to scheduled volunteers prior to of events, calling potential volunteers to assist at events as needed, and creating sign-up genius for events. Coordinate volunteers at events, or designate a coordinator  
Meet with Principal to identify school events in need of volunteer assistance throughout the year.

#### Social Events Coordinator

Heads all aspects of organizing and running the Back to School BBQ (or designated replacement event).  
Responsible for organization and planning of the Fall and Spring Teacher events (Welcome Luncheon and Teacher Appreciation Week, respectively).

### Committee Descriptions

#### All-In-One Day Chairperson

Coordinates the annual August All- In-One Day event.

#### Scholastic Book Fair Chairperson

Responsible for all planning, organizing and running of scholastic book fairs (Fall/Spring)

#### After School Programs Chairperson

Serve as facilitator for third party educational programs.  
Secures facilities for programs and organizes listing of classes.

#### Family Night Chairperson

Schedules and oversees two to four movie/bingo/other nights per year.

#### Missoula Children's Theater Chairperson

Schedules and oversees the annual Missoula Children's Theater production.

#### Spiritwear Chairperson

Responsible for all aspects of spiritwear (selecting vendor, ordering, maintaining inventory).

#### Holiday Faire

Schedules and oversees annual holiday faire in early December.

#### Campus Beautification

Schedules and oversees 2 clean-up days. One in Fall and one in Spring.

#### Talent Show Chairperson

Schedules and oversees annual talent show to take place preferably in May.

#### Halloween Event Chairperson

Heads all aspects of organizing and running Halloween Dance.

#### Spell-A-Thon

Heads all aspects of Spell-A-Thon fundraiser.

**Highlighted** = candidate interested

**RED FONT** = need candidate