# Board of Directors Positions

All board positions may be shared and some positions are automatically shared between a coordinator and a co-coordinator. All such shared positions hold just one vote. Additionally, the five room representatives collectively share one vote.

**Executive Board of Directors**

President

Vice-President

Registrar 1

Registrar 2

Secretary

Treasurer

**Board of Directors**

Communications Coordinator

Community Support Coordinator

Field Trip Coordinator

Fundraising Coordinator

Member at Large

Mentoring Coordinator / Co-Coordinator

Mini Units Coordinator / Co-Coordinator(s)

Outdoor Education Coordinator / Co-Coordinator(s)

Parent Participation Coordinator

PTA Representative

Room Representatives (five positions sharing one vote)

Staff Appreciation Coordinator / Co-Coordinator

Spanish Liaison / Co-Liaison

**Advisory Positions**

PACE Teachers (1st-Grade through 5th-Grade)

President Emeritus

Webmaster

# Board of Directors Job Descriptions

Binders for each position contain further guidelines and procedures to help each director effectively perform their job.

1. **Executive Board of Directors Responsibilities**
   1. **President**
      1. Have at least two years’ experience in the PACE program and agree to serve a two-year term, the first year as Vice-President.
      2. Work with the Vice-President to determine the date, time and location for all general meetings, and (if necessary) reschedule meetings and notify the membership as soon as possible.
      3. Manage the alternating General Membership and Board meetings. Plan calendar, reserve facilities, prepare agenda, and facilitate meetings.
      4. With the Treasurer and Vice-President(s), draft the annual budget to be approved by the Board at the Board Retreat and by the General Membership at the August meeting.
      5. Lead the annual Board Retreat to develop goals and objectives for the year. Also, at the Board Retreat, present and revise the annual budget as needed with the advice of the Board.
      6. Compile a list of Board members at the beginning of the school year and distribute to the Lockwood Principal, Unified PACE, PACE at Lockwood Teachers, and Webmaster.
      7. Attend and actively participate in periodic meetings with:
         1. The Principal on a monthly basis along with Registrars and Vice-President.
         2. The Teaching Staff, generally 3-4 times per year.
         3. Unified PACE and District Administration, President, Vice-President, generally 6 times per year.
      8. Coordinate activities of the PACE Board, checking with Board members throughout the year to assess their progress and whether assistance is required.
      9. Actively participate in the Information Night event. Historically, the President has presented a slideshow and video, and also facilitated the teacher panel Q & A.
      10. Work, in conjunction with the Vice-President(s) and Parent Participation Coordinator, to assess and review parent participation requirements and progress.
      11. Work at the direction of the principal to nominate parents for a teacher selection committee as needed.
      12. Work with PACE families, teachers, and the principal (as required) to resolve issues and concerns. Utilize the problem-solving worksheet as necessary.
      13. Assist the Vice-President in recruiting Board members for the following year.
      14. Serve as the primary contact for the Lockwood Principal and Northshore School District Administration.
      15. Represent the Corporation at meetings outside the Corporation.
      16. Serve as an ex-officio member of all committees.
      17. Exercise fiscal responsibility as an authorized signer for checks written on the general fund and the Scrip account.
      18. Ensure that the members and Lockwood Principal have been notified of the date and place of the Summer General Meeting in a mailing sent out by Registrar 2.
      19. Ensure that the members and the Lockwood Principal have been notified of all General Meeting dates and locations at least 10 days prior. Ensure that the Board of Directors and the Lockwood Principal have been notified of all Board Meeting dates and locations at least 10 days prior.
   2. **Vice-President (2-year position)**
      1. Have at least two years’ experience in the PACE program and agree to serve a two-year term, the second year as President.
      2. Work with the President to determine the date, time and location for all general meetings, and (if necessary) reschedule meetings and notify the membership as soon as possible.
      3. Attend and actively participate in the alternating General Membership and Board meetings.
      4. Attend and actively participate in the annual Board Retreat to develop goals and objectives for the year and draft the annual budget.
      5. Assist the President and Treasurer in drafting the annual budget.
      6. Attend and actively participate in periodic meetings with:
         1. The Principal on a monthly basis along with President and Registrars.
         2. The Teaching staff, generally 3-4 times per year.
         3. President, Vice-President, Unified PACE team, and district administration, generally 6 times per year.
         4. Assist the President and actively support activities at the Information Night event.
      7. Substitute for President(s) at meetings in cases where the President(s) is (are) absent.
      8. Work, in conjunction with the President(s) and Parent Participation Coordinator, to assess and review parent participation requirements and progress.
      9. Work with the President at direction of the principal to nominate parents for a teacher selection committee as needed.
      10. Select a candidate(s) for each Board of Director position and present the slate to the Board of Directors.
      11. Coordinate periodic Parent Evaluation Surveys and present the results to the Board.
      12. Schedule rooms for General Membership and Board meetings (usually May in the prior year), as well as a room for childcare during General Membership meetings.
      13. Actively participate in the membership management of the PACE program, in order to be prepared for the President position in the subsequent year.
      14. Assist the President and carry out the President’s duties in his or her absence or inability to serve.
      15. Exercise fiscal responsibility as an authorized signer for checks written on the general fund and the Scrip account.
   3. **Registrar 1 (2-year position)**
      1. Have at least two years’ experience in the PACE program and agree to serve a two-year term.
      2. Attend all General Membership, Board meetings, and periodic meetings with the Unified PACE leadership and district administration.
      3. Is responsible for registration, of incoming & current students including:
         1. Being an information source for families interested in enrolling.
         2. Notifying families of status changes.
         3. Maintaining records of all current and past registration forms.
      4. Notifying incoming, accommodated, and waitlisted students of status changes.
      5. Coordinate with Information Night committee.
      6. Responsible for:
         1. Printing, assembling, and distributing August General Membership meeting registration packets.
         2. Distributing, collecting, and recording Letters of Intent, enrollment donations, and commitment forms.
         3. Ordering additional copies of PACE Handbooks and distributing as needed.
         4. Collecting all forms from August General Membership meeting registration packets.
         5. Answering PACE at Lockwood information hotline.
   4. **Registrar 2 (2-year position)**
      1. Have at least two years’ experience in the PACE program and agree to serve a two-year term. Database/computer skills is encouraged.
      2. Attend all General Membership, Board meetings, and periodic meetings with the Unified PACE leadership and district administration.
      3. Attend information night and participate in Q&A session.
      4. Process the paperwork associated with registering incoming and current students.
      5. Maintain current rosters and wait lists.
      6. Maintain records of all current and past registration forms.
         1. Maintaining a current roster and notifying room reps and teachers of changes.
         2. Provide enrollment reports to various board and school positions as needed.
      7. Bring the membership roster to all meetings for reference.
      8. Work with the President to send a mailing to include the Secretary’s notification of date and location for the Summer General Meeting.
      9. For future reference, keep a record of the Enrollment Policy as approved by the Board of Directors, in coordination with the Northshore School District Administration and the leadership of all other Northshore School District PACE programs.
      10. Coordinate with President and Registrar 1 regarding families placed in PACE classrooms by the principal.
   5. **Secretary**
      1. Attend all General Membership, Board, and Executive Committee meetings as requested, and act as recording secretary. This includes taking attendance (setting out the sign in sheet and collecting it at the end of the meeting to record which members are present at meetings), taking and recording the minutes, preparing the agenda, and maintaining the board roster. The Secretary holds the current approved board roster.
      2. Send copies of the meeting minutes (via e-mail) to the Executive Board prior to distributing to the Teachers, Board members, Principal, and other attendees. Also, submit a copy of the final meeting minutes to be posted on the PACE at Lockwood website.
      3. Keep a file of all meeting minutes and other related paperwork from the meeting (i.e. agenda, attendance) from current and previous years. Years prior to that are stored in the archives. These can be posted on the PACE at Lockwood website, but the official archives are with the secretary.
      4. Keep the records of the Corporation, a copy of all meeting minutes, bylaws, board roster and any other necessary supplies, and have them available at all meetings.
      5. Handle correspondence as needed.
      6. For future reference, keep a record of standing rules for the Parent Participation Agreement, Field Trip Guidelines, Treasurer’s Handbook, Scrip Procedures, and PACE Handbook which are approved by the Board of Directors.
      7. In the event of multiple candidates for a position, there should be a “ballot vote” as per bylaws. It is the responsibility of the Secretary to prepare ballots for the vote. In the event the secretary is a candidate, the President and/or Vice-President would prepare the ballots.
   6. **Treasurer (2-year position)**
      1. Attend all General Membership, Board, and Executive Committee meetings.
      2. Exclusively receive all funds of the Corporation, deposit and distribute funds in accordance with the budget approved by the Board of Directors and Voting Members. With approval of the Executive Board, up to $50 may be distributed outside of the approved budget. This type of payout exception needs to be reported to the members at the next General Meeting.
      3. Keep an accurate record of receipts and expenditures, and follow all policies stated in the Treasurer’s Handbook. Each committee gives deposit and disbursement requests to the treasurer and maintains their own records of activity for their own committee.
      4. Maintain a record of financial policies and guidelines as established by the IRS for non-profit, tax-exempt organizations.
      5. Ensure that two authorized signatures are required on each check over the amount of $500. Authorized signers include the President, Vice-President and Treasurer. The Scrip Treasurer is an additional authorized signer for checks written from the Scrip bank account only.
      6. Exercise fiscal responsibility as an authorized signer for checks written on the general fund and the Scrip account.
      7. With the President and Vice-President, draft the annual budget. Ensure the general account has 50% of the budget for the school year.
      8. At least one week prior to each General and Board Meeting, the Scrip Treasurer will provide a Profit and Loss Budget vs. Actual Statement to the President / Vice-President to be distributed to the members in attendance at the General or Board meeting.
      9. Be provided with copies of contracts for reference in payment and expense reimbursement.
      10. Stay informed regarding the specific cash handling procedures for all fundraising efforts. Procedures must include the name(s) of the individual(s) who will collect funds, the dates that funds will be collected, and the frequency with which the funds will be remitted to the Treasurer for deposit.
      11. Make a full report for the Audit Committee at the end of the fiscal year.
      12. Provide records and information to the Bank Statement Reviewer.
      13. Ensure that the appropriate tax forms are completed and sent. Order 1099 and 1096 forms online and file 990N at appropriate times.
      14. Issue checks for teacher discretionary spending.
      15. Renew Secretary of State for nonprofit status in October.
      16. Pay insurance premiums for the school year. Send declaration page to NSD business manager for approval.
2. **Board of Directors Responsibilities**
   1. **Communications Coordinator**
      1. Attend all General and Board meetings as well as the Summer Board Retreat.
      2. Coordinate and facilitate internal and external communication within the PACE community.
      3. Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
      4. Ensure accurate flow of information between the board, various committees, and the individual classrooms.
      5. Work with committee leads to develop content for the PACE broadcast. Send information to President as needed.
   2. **Community Support Coordinator**
      1. Attend all General and Board meetings as well as the Summer Board Retreat.
      2. Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
      3. Work with committee leads to develop content for the PACE broadcast. Send information to President as needed.
   3. **Field Trip Coordinator**
      1. Attend all General and Board meetings, as well as the Summer Board Retreat.
      2. Review and update the policy which states a fair and equitable procedure for selecting chaperones for each field trip. Ensure field trip representatives understand the policy for determining chaperones. Be available to answer questions from Field Trip Reps concerning procedures relating to field trips.
      3. Meet with classroom Field Trip Reps and provide them with blank forms, guidelines, driver’s envelopes, and a list of reps’ yearly responsibilities.
      4. Inform the teachers and the classroom Field Trip Reps of the budgeted amount for each class.
      5. Coordinate with classroom Field Trip Representatives to collect Washington State Patrol (WSP) forms, proof of insurance forms, and copies of insurance cards for all parents who wish to chaperone or drive on a field trip. Also, particularly for new families, confirm that district required “volunteer application” forms have been submitted.
      6. Update the Field trip checklist and Guideline forms in preparation for the next school year.
      7. If applicable, ensure that Class Field Trip Reps understand the procedures for managing and tracking additional class field trip fundraising.
      8. Work with the Lockwood office and District on securing bus contracts for 1st-3rd grade trips.
   4. **Fundraising Coordinator**
      1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat.
      2. In consultation with the Board and committee leads, determine the need and type of fundraiser(s) each year and set the dates.
      3. Research and contact potential donors for fundraising prizes.
      4. Supervise and support the fundraising committees. Meet with Class Fundraising Representatives (if applicable), President, and Vice-President to go over procedures for collecting orders and money. Cash and checks should be deposited with attached deposit slips in the secure lock box, for the Treasurer to securely manage. At a meeting prior to collecting funds, inform the Treasurer who will collect funds, determine the dates for collection, and schedule how often funds will be in the lock box for the Treasurer to deposit.
      5. Follow guidelines in fund raising. For example, PACE does not allow fundraising for non-PACE events and activities before, during, or after PACE meetings.
      6. Track individual family earnings for fundraising opportunities that do not have an associated coordinator (i.e. eScrip, etc.) and prepare report for the Parent Participation Coordinator.
      7. Supervise fundraising efforts as they manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.
      8. If there are class fundraisers, meet with the Class Fundraising Rep to ensure he/she understands how to report the applicable data for tracking details per student, outstanding balances, etc. Then, using this data, apply any excess fundraising balances from other applicable fundraisers and forward all information to the President and Vice-President.
      9. Work with committee leads to develop content for the PACE broadcast. Send information to President as needed.

*Note: The President and Vice-President will update totals to accommodate families who have made confidential arrangements for their fundraising obligation. The President and Vice-President then make the appropriate accounting requests to the Treasurer to transfer excess fundraising and General Fund coverage for arrangements to the particular class expense. At last, the President and Vice-President give the Class Fundraising Rep the final list of all outstanding balances.*

* 1. **Member at Large**
     1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat.
     2. Act as a liaison between the board and the general PACE community.
     3. Support board and committees positions as needed.
     4. Work with President and Vice-President to coordinate the nominating committee that determines the slate of Board nominees for the following year.
  2. **Mentoring Coordinator / Co-Coordinator**
     1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat.
     2. Act as a liaison between PACE and the new families. Mentoring Coordinators will be assigned to each incoming family, preferably before the August PACE General Meeting. Mentoring Coordinators are a specific contact for a new family to ask questions as they arise.
     3. Coordinate a new family dessert in the fall to provide information to new families.
     4. Stay in contact with the new family throughout their first year in the PACE program to ensure they have the support they need.
  3. **Mini-Units Coordinator / Co-Coordinator(s)**
     1. Agree to serve a 2-year term, with first year as co-coordinator.
     2. Attend all General Membership, Board, and Planning meetings.
     3. Keep a file on completed and potential Mini-Units resources.
     4. With PACE teacher’s input, create a theme for Mini-Units for the year.
     5. Recruit parents to teach lesson and schedule volunteers to assist the day of Mini-Units.
     6. Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
     7. Design two lessons relating to the theme, coordinate supplies for Mini-Units as needed and train parent teachers/volunteers on how to present lesson. Utilize committee members as needed.
     8. Manage Mini-Units budgeting and maintain records. Essentially, work within budget to provide 2 quality lessons.
     9. Meet with teachers for planning and debriefing of Mini-Units.
     10. Develop content for the PACE broadcast and send information to President as needed.
     11. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.
  4. **Outdoor Education Coordinator (2-year position) / Co-Coordinator(s)**
     1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat. Attend and present at PACE information night and new member nights as needed.
     2. The Outdoor Education Lead, in cooperation with Co-Lead(s), organize and execute an off-site, outdoor, educational experience for PACE at Lockwood students and staff. Outdoor Education occurs in the Fall, every other year.
     3. Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
     4. Duties include the management, oversight, and/or delegation of the following (Utilize committee members as needed):
        1. Development of a variety of environmentally related class topics and curriculums, organize placement of students, volunteers and staff, location and transportation reservations, communications, food, materials and gear, safety, budget, forms and FAQs, reports and spreadsheets, and evening program details.
        2. Meet/communicate with teachers to coordinate plans, curriculum, and day-of execution, and to debrief afterwards.
        3. Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
     5. Develop content for the PACE broadcast and send information to President as needed.
     6. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding and budget allocation
  5. **Parent Participation Coordinator (2-year position)**
     1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat.
     2. Remind parents to tally their hours and submit them on a trimester basis (Dec 1, Mar 1, and Jun 1).
     3. Collect and tally hours with current roster provided by the Registrars.
     4. Provide teachers, President, Vice-President, and committees with names of people needing hours when appropriately requested.
     5. In conjunction with the President and Vice-President, assess reports, sending warning and probationary letters as needed, and coordinate with families to setup a payment plan. While fundraising should conclude by January 31st, we may be able to accommodate payment plans as necessary.
     6. As necessary, provide records of families not satisfying the requirements of “good standing” to the Executive Committee and (if requested) the Lockwood Principal to ensure due diligence. Any family having circumstances affecting their obligations may confidentially inform the President, Vice-President, Principal or Parent Participation Coordinator to make arrangements according to the bylaws.
     7. Collect information from fundraising coordinator(s) and let families know the status of their fundraising obligation (per student). This includes tracking fundraising for annual individual fundraisers and with on-going Scrip fundraising. Additional fundraising may affect fundraising obligation values. Typically, an excess of membership fundraising goes toward the individual family’s additional fundraising needs before going to the general fund to serve the community.
  6. **PTA Representative**
     1. Attend all PACE General Membership and Board meetings, as well as the Summer Board Retreat.
     2. Attend all monthly PTA general meetings and share pertinent updates with the PACE Board.
     3. Encourage PTA membership among PACE parents.
     4. Communicate PACE activities to PTA Board as directed by PACE Board and communicate PACE activities to General PTA membership as needed.
     5. Submit articles on PACE activities to PTA newsletter as directed by PACE Board.
     6. Be a general liaison between PACE and PTA, and with special joint efforts such as the purchase of the Lockwood reader board.
     7. Actively meet with art committee members to ensure committee jobs are being completed and provide support as needed.
  7. **Room Representatives** 
     1. Attend all General Membership and Board meetings, as well as the Summer Board Retreat.
     2. Set up a rotation of each room rep to attend all Board meetings as Room Representative Communicator.
     3. Determine classroom needs of the teachers and coordinate parent involvement in the classroom.
     4. Set up and manage communication to the class. Manage usage of class email lists, call families who may not have email access, and provide a class roster with contact information. This roster originates from the Registrar(s), but Room Representatives manage updates for the class and the Registrar.
     5. Assist the teachers in scheduling volunteers and securing a list of people who wish to do specific jobs in class. Often this information is obtained from the Class Participation Forms in the August class meeting.
     6. Work with other coordinators as needed in involving parents in various activities (Mini Units, field trips, cooking, parties, etc.).
     7. Facilitate resolution of any classroom needs as defined by students, parents, teachers, or Board members.
     8. Make weekly contact with teacher to keep up with needs, concerns, etc.
     9. Work as the coordinating contact to provide support to class families in need or celebration (meal delivery, sympathy cards, childcare, transportation, etc.).
     10. Coordinate or delegate optional gifts to the teacher from the class.
     11. Verify that all parent volunteers have turned in the Washington State Patrol (WSP) forms and volunteer application forms.
  8. **Spanish Liaison / Co-Liaison**
     1. Attend General Membership and Board meetings, as well as the Summer Board Retreat.
     2. Provide input to the Board for Spanish Budget approval.
     3. Prepare Independent Contractor’s Agreement and obtain all signatures.
     4. Prepare, submit, and coordinate orders for curriculum materials needed for the academic year.
     5. With PACE teacher contact, prepare the Spanish teaching calendar for the upcoming year including the daily schedule.
     6. Be available for the Spanish Instructor to air any concerns, approve special projects or purchases, notify PACE teachers in case of absence, solve problems, etc.
     7. Arrange year-end thank you for Spanish Instructor.
     8. If it becomes necessary to replace the Spanish Instructor, convene a committee of teachers, administrators, and executive Board members to interview prospective applicants for the position.
     9. Develop content for the PACE broadcast and send information to President as needed.
     10. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.
     11. Support the Spanish Mission statement: *Spanish Enrichment will offer engaging, meaningful and relevant opportunities for students to understand and use elements of the Spanish language. Students will develop an appreciation for the many cultures of Spanish-Language speakers, building a foundation for further language acquisition.*
  9. **Staff Appreciation Coordinator / Co-Coordinator**
     1. Attend General Membership and Board meetings, as well as the Summer Board Retreat.
     2. Coordinate with PTA to plan, advertise, support, and supervise all staff appreciation events.
     3. Actively meet with committee members to ensure committee jobs are being completed and provide support as needed.
     4. Develop content for the PACE broadcast and send information to President as needed.
     5. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.

# Committee Positions

**ART DOCENT COMMITTEE**

**Committee Chair:** PTA Representative

**Members:** 1st Grade Art Docent

2nd Grade Art Docent

3rd Grade Art Docent

4th Grade Art Docent

5th Grade Art Docent

**COMMUNICATIONS COMMITTEE**

**Committee Chair:** Communications Coordinator

**Members:** Enrollment Tour Lead

Historian/Photographer

PACE Newsletter

Public Relations Lead

Webmaster

**COMMUNITY SUPPORT COMMITTEE**

**Committee Chair:** Community Support Coordinator

**Members:** Child Care Lead / Co-Lead

Community Service Events Lead

Community Service Events General Committee Member

Family Camping

Halloween Party Lead

Hospitality Lead

Hospitality General Committee Member

**FIELD TRIP COMMITTEE**

**Committee Chair:** Field Trip Coordinator

**Members:** 1st Grade Field Trip Representatives (2 per class)

2nd Grade Field Trip Representatives (2 per class)

3rd Grade Field Trip Representatives (2 per class)

4th Grade Field Trip Representatives (2 per class)

5th Grade Field Trip Representatives (2 per class)

**FUNDRAISING COMMITTEE**

**Committee Chair:** Fundraising Coordinator

**Members:** Chinook Book Lead / Co-Lead

Fall Fundraising Catalog Lead

Grant Writing

Scrip Lead

Scrip Treasurer

Spring Fundraising Lead / Co-Lead

Fundraising General Committee Member

**MINI-UNITS COMMITTEE**

**Committee Chair:**  Mini-Units Coordinator

**Members:**  Mini-Units General Committee Member

**OUTDOOR EDUCATION COMMITTEE**

**Committee Chair:** Outdoor Education Coordinator

**Members:** Outdoor Education General Committee Member

**STAFF APPRECIATION COMMITTEE**

**Committee Chair:** Staff Appreciation Coordinator

**Members:**  General Committee Member

**TREASURY COMMITTEE**

**Committee Chair:** Treasurer

**Members:** Auditor

Bank Statement Reviewer

# Committee Position Job Descriptions

This section provides a brief job description of each committee position. Binders for some positions have further details.

**Art Docent Committee (PTA Representative)**

**Art Docents—**1 per class

* + 1. Work with PTA art docent to create art projects for the classes.
    2. Work with teachers to determine the best time to incorporate art into the class.
    3. Teach the art lesson to the class.

**Communications Committee (Communications Coordinator)**

**Enrollment Tour Lead**

1. Work with Public Relations Lead and Registrars to organize, schedule, and conduct classroom tours for prospective families.
2. Actively collaborate with PACE teachers to determine dates and times for classroom tours.

**Historian/Photographer**

1. Photograph PACE events. Recruit additional photographers as needed.
2. Create slide show for PACE events as needed.
3. Update the photo boards for information night displays.
4. Maintain a slideshow, scrapbook of newspaper clippings, photos of classroom activities, field trips, Mini-Units, etc. These may be stored electronically, preferably with a backup device or system.
5. Manage and maintain records of deposits, expenses, etc. for the committee throughout the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.

**PACE Newsletter Editor**

1. Be responsible for PACE Newsletter, which consists of news from teachers, general program information, and other necessary announcements. It is the responsibility of all committees, etc. to give information to Editor for publication.
2. Ensure and support the PACE newsletter publishing and distribution. Generally, the newsletter is distributed the newsletter electronically to PACE at Lockwood families, teachers, the Lockwood principal, the Lockwood office manager & secretary. Additional copies are available in the Lockwood office, for the public to peruse. Sometimes Information Tours hand out the publication to prospective touring families.
3. Keep a notebook or record of all PACE newsletters.
4. Manage and maintain records of deposits, expenses, etc. for the committee throughout the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.

**Public Relations Lead / Co-Lead**

1. Work with the President and Unified PACE leadership to promote the PACE program to the Northshore School District community.
2. Work as a liaison between the teachers, the media, and the PACE community. Also, work with committees and the Webmaster to maintain the website with current information of benefit to the program.
3. Coordinate with other PACE programs in the district as needed to leverage efforts. For example, distributing Information Night fliers, sharing writing/PR expertise and contacts with local newspapers, etc.
4. Organize Information Night event details. For example, distribute fliers to Lockwood and feeder schools, ensure displays are setup, parent volunteers are available, possibly enlist alumni kid volunteers during event, setup tables for teacher Q & A panel, etc.
5. Manage and maintain records of deposits, expenses, etc. for the committee throughout the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.

**Webmaster**

*The Communications Coordinator must ensure the following is covered within the Communications Committee should this position go unfilled.*

1. Attend all General Membership meetings, and Board meetings.
2. As per bylaws, ensure the current PACE Handbook is published and available on-line.
3. Maintain the PACE at Lockwood website with current information of benefit to the members of the program and PACE community. Make available the upcoming meeting agendas, past meeting minutes for at least the current school year, and other appropriate materials. The President, Vice-President, and Secretary are sources for these items. The Secretary keeps master copies of these documents.
4. Maintain the PACE at Lockwood website with current information to benefit prospective families and non-members, including any public relations materials that are deemed appropriate by the Communications Coordinator.
5. Respect the security and confidentiality of members, as well as monitoring and moderating postings. Ensure that rosters and contact information of individuals will only be published if individual permission is given, and if access is secure.
6. Work with the teachers to include information that they would like to share with the program website.
7. Work with board and committee chairs to include information to benefit their committee and overall efforts.
8. Provide leadership in maintaining and improving the usability of the website.
9. Abide by website guidelines and requirements of the Northshore School District when linking to external sites from the district sponsored site ([www.nsd.org/PaceAtLockwood](http://www.nsd.org/PaceAtLockwood)).
10. Manage and maintain records of expenses for the committee throughout the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.
11. Support the secure electronic archival of historic and relevant program documents (agendas, minutes, etc.) beyond the current school year as deemed necessary by the Board. The Secretary is responsible for archiving original documents.

**Community Support Committee (Community Support Coordinator)**

**Childcare Lead / Co-Lead**

Note: this committee has an individual line item for budget.

1. Purchase snacks and supplies as necessary noting budget.
2. Coordinate with 5th graders to provide five sitters. Turn in tip money to treasurer to be deposited into the 5th grade field trip fund.
3. Verify all parents sign kids in and out. Kids are escorted to the bathroom.
4. Provide childcare during general meetings in Aug., Oct./Nov., Jan., March, and May from 6:45 pm to about 9pm.
5. Verify facility used is left better than you found it (empty garbage containers, etc.).
6. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.

**Community Service Lead**

1. Work with Community Support Coordinator to plan and coordinate community service events.
2. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.

**Community Service Events General Committee Member**

1. Support the Community Service Lead in coordinating community service events.

**Family Camping Lead**

1. Coordinate annual PACE family campout, which includes:
2. Scheduling event
3. Advertising event
4. Planning details regarding placement of families at camp, meals, waterfront and entertainment
5. Making sure that insurance is in place for event
6. Communicate with ‘Camp’ location regarding contract, insurance, and billing.
7. Build a healthy relationship of respect between PACE at Lockwood and the camping community as well as the hosting ‘Camp’ site(s). Educate and remind membership of camping etiquette, site rules, etc.

2. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding. Use the pass-through account to remain cost neutral for budget.

**Halloween Party Lead**

1. Coordinate plans for Halloween Party in conjunction with Room Reps and/or party planners.
2. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.

**Hospitality Lead / Committee**

1. Coordinate refreshments for all General Membership meetings, including coffee/tea setup. Also, provide refreshments for outgoing 5th grade class and families at the May general meeting.
2. Ensure chairs and tables are setup and later put away (this can also be done by 5th grade childcare team).
3. Verify facility used is left better than you found it (empty garbage containers, etc.).
4. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.

**Hospitality Committee**

* + - 1. Support Hospitality Lead in coordinating and providing refreshments for the General Membership meetings.

**Field Trip Representative (Field Trip Coordinator)**

**Class Field Trip Representative (2 per class)**

1. Coordinate with the teacher in defining, scheduling, making payment, filing appropriate paperwork, managing transportation (including carpool assignments), and ensure processes
2. Adhere to established policy to determine chaperones for each field trip.
3. Ensure that all chaperones have paperwork turned in and approved to be able to drive (grades 4-5) (i.e. current driver / vehicle insurance copies, authorization to drive private vehicle, Washington State Patrol background check, volunteer application, tracking insurance expiration dates).
4. Work with the teacher to schedule and make payment for on-site curriculum events.
5. Manage and maintain records of deposits, expenses, etc. for the class field trip budget throughout the school year. When possible, verify amounts with the Treasurer’s report. Work with the Field Trip Coordinator and (if necessary) board processes regarding approved funding.
6. For 4th and 5th grade classes, work with the teacher to identify any field trips that would require additional funding above and beyond the classroom field trip budget. Communicate this additional funding need to the class as soon as possible.
7. If additional class fundraising is needed for field trips, see that fundraising efforts are tracked in accordance with the Fundraising Coordinator’s and the Treasurer’s processes and procedures, and that families are appropriately credited/debited so that balances are accounted for at least 4 weeks before the end of the school year if possible.

**Fundraising Committee (Fundraising Coordinator)**

**Fall Fundraising Discount Coupon Book Lead / Co-Lead**

* + - 1. Coordinate annual coupon book sales. Traditionally this is an August to November job.
      2. Report member fundraising numbers to the Fundraising Coordinator as needed respecting confidentiality.
      3. Accurately manage inventory and individual family orders.
      4. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.

**Grant Writing**

*This position requires good persuasive writing skills.*

1. Research possible grant opportunities.
2. Present possible opportunities to the teachers, President, and Vice-President.
3. Write and submit grants.
4. Maintain records of activities, and compile information on grant writing strategies and techniques to benefit current and future committee members.
5. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.

**Scrip Lead**

1. Coordinate the fundraising sale of gift cards (bought in bulk for a profit from discount). Track all specific information regarding sales, purchases, profits, etc.
2. Collect individual orders, submit order to website, manage inventory, and distribute orders to families.
3. Report member fundraising numbers to the Fundraising Coordinator as needed, respecting confidentiality.
4. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer and Scrip Treasurer’s reports.

**Scrip Treasurer**

The Scrip treasurer works closely with the Scrip Coordinator, and exclusively manages the deposits and disbursements of funds. This bank account is separate from the PACE general account but has the same signature requirements as the PACE general account. The treasurer provides records and information to the Auditor and Bank Statement Reviewer. Regular reports track individual purchases.

1. Provide financial reports and information for the Summer Board Retreat to support board decisions of budget.
2. Exclusively receive all funds of the Scrip fundraising program, deposit and distribute funds in accordance with the Board approved Scrip Procedures document and archived with the Scrip team and with the Secretary.
3. Keep an accurate record of receipts and expenditures, and follow all policies stated in the Scrip procedures.
4. Ensure that two authorized signatures are required on each check over the amount of $500. Authorized signers include the President, Vice-President and Treasurer. The Scrip Treasurer is an additional authorized signer for checks written from the Scrip bank account only.
5. Exercise fiscal responsibility as an authorized signer for checks written on the general fund and the Scrip account.
6. Present a financial statement at every meeting and at other times of the year when requested by the Executive board.
7. Make full reports for the Audit Committee as scheduled.
8. Provide records and information to the Bank Statement Reviewer.

**Spring Fundraising Lead / Co-Lead**

* + - * 1. Coordinate spring group fundraiser. Traditionally this is a January to April job.
        2. Develop and execute annual spring fundraiser event which supports PACE enrichment activities.
        3. Work with other PACE leadership to publicize the event and recognize community support.
        4. Manage and maintain records of deposits, expenses, etc. for the school year. When possible, verify amounts with the Treasurer’s report. Work with the board processes regarding approved funding.

**Fundraising General Committee**

Support Fundraising Coordinator and various fundraising activities as needed.

**Mini-Units Committee (Mini-Units Coordinator)**

**Mini-Units General Committee Member**

* + - 1. Work with the Mini-Units Coordinator to support the planning and teaching of Mini-Units.

**Outdoor Education Committee (Outdoor Education Coordinator)**

**Outdoor Education General Committee Member**

* + - 1. Work with the Outdoor Education Coordinator to support the planning and coordination of Outdoor Education

**Staff Appreciation Committee (Staff Appreciation Coordinator)**

**Staff Appreciation General Committee Member**

* + - 1. Support and Coordinate the Staff Appreciation Events

**Treasury Committee (Treasurer)**

**Auditor**

1. Complete an audit of financial records and report as per 501 (c) 3 and insurance requirements generally once a year at the end of the fiscal year.

**Bank Statement Reviewer**

* 1. Regularly audit and report on bank statements as per our current insurance requirements.