

# Board of Directors Job Descriptions

## 1. President

- a. TERM, VOTING, & QUALIFICATIONS: The President shall serve a 1-yr term; shall hold a single vote on the Board of Directors and a single vote on the Executive Committee; must have served on the Board of Directors for *PACE at Lockwood* (or on a comparable non-profit Board) for at least one year and must have been a member of *PACE at Lockwood* for at least two years.
- b. Developing and Communicating Vision & Goals: With the advice and support of the Board during the annual Board Retreat, the President and Vice-President shall ensure that the annual vision and goals of *PACE at Lockwood* is established.
- c. Exercising Fiscal Responsibility & Creating a Budget: As with all Directors, who have a fiduciary duty of care to the organization, the President shall exercise fiscal responsibility. In particular, the President, in coordination with the Vice-President and Treasurer, shall draft the proposed annual budget (to be approved by both the Board and then the General Membership). Further, the President (along with the Vice-President and Treasurer) is an authorized signer on all *PACE at Lockwood* accounts.
- d. Holding Power to Contract: With the advice and consent of the Board of Directors, the President shall have the sole power to negotiate and form contracts for services or goods between *PACE at Lockwood* and third-parties. This includes contracts between *PACE at Lockwood* and Independent Contractors such as a Spanish Language Instructor.
  - i. Confidentiality of Employment Contracts: While employment contract specifics are typically kept on as “need to know” basis as possible, provisions related to salary must be given to the Treasurer.
- e. Communicating with Membership: With the advice and support of the Vice-President and the Communications Chair, the President shall keep the membership regularly informed about *PACE at Lockwood* news, events, and meetings following all notification requirements required by the bylaws.
  - i. Communication with Potential Membership: With advice and support from the Communications Chair, the President shall participate in the “PACE Information Night” event.
- f. Managing Meetings:
  - i. Internal Meetings: With the advice and support of the Vice-President, the President shall prepare agendas, determine meeting details (including,

date, time and location), and preside over all regularly scheduled Executive, Board, and General meetings.

- ii. External Meetings: With the advice and support of the Vice-President and Membership Chair, the President shall attend and actively participate in periodic meetings with the Lockwood Principal (typically, on a monthly basis), the *PACE at Lockwood* Teachers (typically, 2-4 times per year), and representatives from NSD and other PACE organizations in the district (typically, six times per year).
- g. Serving as the Representative of PACE: With advice and support of the Vice-President and Membership Chair, the President shall serve as the official representative of *PACE at Lockwood* for outside entities including the Lockwood Elementary School Administration, other PACE organizations, and Northshore School District Administration.
- h. Assisting in the creation of Board & Committee Rosters: At the start of the year, the President shall distribute an updated roster of the Board of Directors to the Lockwood Principal, *PACE at Lockwood* Teachers, and the Communications Chair. In the Spring, the President and Vice-President shall serve on the *Nominations Committee* under the direction of the Member-at-Large to begin creating the following year's roster.
- i. Managing Membership, Committees, & Directors:
  - i. Membership: With advice and support of the Parent Participation Coordinator, Membership Chair, and Vice-President, the President shall review special parent participation issues to ensure members are in "Good Standing" as defined in the Standing Rules before re-enrollment.
  - ii. Committees: Where not already formalized as a committee member, the President shall serve as a member of all committees in an advisory capacity.
  - iii. Directors: The President shall assign tasks, form committees, and proposed plans of action to fellow Directors; and shall regularly check in with fellow Directors to assess progress and to reallocate personnel resources if needed.
  - iv. Conflict Resolution: As appropriate, the President shall work with members, PACE Teachers, and the Lockwood Principal to assist in the resolution of special member issues, concerns, and conflicts.
- j. Leading a Handbook Review Committee: Every year, the President shall assemble a *Handbook Review Committee* to evaluate and update the Bylaws, Standing Rules, and Board & Committee Job Descriptions, as necessary. As a rule

of thumb, the Bylaws, which require a vote by the Membership, should not be changed in greater frequency than once every two years. Standing Rules can be updated every year and only require approval by the Board. Board & Committee Job Descriptions can be updated in the *Handbook Review Committee's* discretion.

- k. Tracking Member Fundraising Contributions: As soon as is practical after a fundraiser, the President shall collect breakdowns of all individual member “Fundraising Obligation” credits from the Fundraiser Team Lead(s). The President, or another member given access to Jovial at the Executive Committee’s authorization, will then enter this data into Jovial so that member’s account balances remain current.
  - i. Monitoring the “Good Standing” of Current Members: Before re-enrollment, the President should reach out to any member who has not fulfilled their financial obligation as is reflected in Jovial. If a member simply needs more time, the President can, in consultation with the Treasurer, offer a payment plan. If needed, the President can unilaterally offer hardship funding so long as such funding is reported to the Board of Directors at the next meeting.
- l. Bank Statement & Audits: Before every Board meeting the President shall request a report from the Auditor / Bank Statement Reviewer so that any discrepancies can be brought to the attention of the Board as soon as possible. Before the first Board meeting of the year (often called the “Board Retreat”), the President shall request the results of a full audit (conducted by the incoming Auditor / Bank Statement Reviewer) to be presented to the Board during the retreat.
- m. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committees.

## 2. Vice-President

- a. TERM, VOTING, & QUALIFICATIONS: The Vice-President shall serve a 1-yr term—automatically followed by a 1-yr term as President; shall hold a single vote on the Board of Directors, and a single vote on the Executive Committee; and shall be a member of *PACE at Lockwood* for at least two years (with a preference for at least one-year of leadership experience in *PACE at Lockwood*)—or, be a member of *PACE at Lockwood* for one year (regardless of leadership role) and also serve at least an additional year in a leadership role in a comparable non-profit organization.
- b. Supporting the President: Advise and support the President in developing & communicating a vision and goals for *PACE at Lockwood*; exercising fiscal responsibility; creating a budget; communicating with membership; managing meetings; serving as a representative of *PACE*; assisting in the creation of board

and committee rosters; managing membership, committees, and directors; serving on the *Handbook Review Committee*; tracking member fundraising contributions, and monitoring the “Good Standing” of current members.

- i. The only aspect of Presidential duties not shared with the Vice-President is the power to negotiate and form contracts.
  - ii. In the absence of, or at the direction of, the President, the Vice-President may take full responsibility for any of these duties except the power to contract.
- c. Learning the Job: Actively participate in all aspects of the administration of *PACE at Lockwood* in order to become prepared for taking the role of President in the following year.
  - d. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

### **3. Membership Chair**

- a. TERM & VOTING: The Membership Chair shall serve a 2-yr term (staggered with the Enrollment Coordinator); shall hold a single vote on the Board of Directors, and a single vote on the Executive Committee.
  - i. Staggered Term: Because of the importance of this role, it is recommended that there always be a stagger between the Membership Chair and the Enrollment Coordinator such that one of them always comes to the job with at least a year of experience. In the case where the stagger needs to be re-set, the Membership Chair may serve a 1-year term or a 3-year term.
- b. Fulfilling Director Duties: As with all Directors, the Membership Chair has a fiduciary duty to the organization.
- c. Attending PACE Meetings: The Membership Chair shall attend all Executive, Board, and Membership meetings. Additionally, the Membership Chair may call occasional or regular *Membership Committee* meetings.
- d. Attending External Meetings: With the advice and support of the President and Vice-President, the Membership Chair may attend and actively participate in periodic meetings with the Lockwood Principal (typically, on a monthly basis), the *PACE at Lockwood* Teachers (typically, 2-4 times per year), and representatives from NSD and other PACE organizations in the district (typically, six times per year).

- i. Communicates with President, Vice-President, and Enrollment Coordinator: Often Lockwood Administration will go directly to the Membership Chair about enrollment issues (such as filling open spots with Principal-Placed children). It is the Membership Chair’s responsibility to loop in the President, Vice-President, and Enrollment Coordinator into such conversations.
  
- e. Chairing Membership Committee: The Membership Chair oversees the Membership Committee comprised of the Enrollment Coordinator, Assistant Enrollment Coordinator, Tour Coordinator (and Tour Guides), and the Parent Participation Coordinator. Provides guidance, support and oversees each position. The Membership Chair shall serve as the conduit between the Board and the Membership Committee members.
  
- f. Managing Enrollment of Potential Members:
  - i. Information Source: In coordination with the Enrollment Coordinator, the Tour Coordinator, and the Tour Guides, the Membership Chair is the primary information source for families interested in enrolling in *PACE at Lockwood*. The Membership Chair notifies potential and incoming members of enrollment procedures and of their individual statuses.
    - 1. Information Night: In support of the Communications Chair, the Membership Chair (and the President) attend and present at the “PACE Information Night” event.
  
  - ii. Enrollment Records: Maintains records of all current and past enrollment forms.
  
  - iii. Unified Enrollment Policies: *PACE at Lockwood* has an informal agreement with the other PACE organizations in the district to work within a uniform enrollment schedule and to attempt to mirror a uniform set of enrollment procedures. While we do not follow all aspects of our sister organization’s enrollment procedures, we do try to do so where it doesn’t conflict with our own needs. The Membership Chair is charged with comparing our policy to that of the other organizations and making suggestions that would move our procedures in line or away from the uniform procedures as is best for *PACE at Lockwood*.
  
  - iv. The Waitlist: Manages the *PACE at Lockwood* waitlist, maintains the confidential nature of the waitlist, and communicates with families when a spot opens that would allow them to join a class from the waitlist.
    - 1. Coordinates with Lockwood Principal, Office Manager, School Registrar, President, Vice-President and Enrollment Coordinator when filling open spots.

- g. Reporting the “Good Standing” of Current Members: In consultation with the President, Secretary, and the Parent Participation Coordinator, the Membership Chair is responsible for communicating to the *Executive Committee* if members are not in “Good Standing” such that they can re-enroll in the subsequent year.
  - i. The Parent Participation Coordinator will follow up with members not in “Good Standing” due to a failure to fulfill their volunteer hours obligation as well as members not in “Good Standing” due to a lack of attendance at meetings. The Membership Chair shall support the Parent Participation Coordinator as needed and shall serve as a conduit of information between the Parent Participation Coordinator and the *Executive Committee*.
- h. Managing the Re-Enrollment of Current Members: The Membership Chair shall manage the re-enrollment of current members as described in the Standing Rules.
- i. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

#### 4. Secretary

- a. TERM & VOTING: The Secretary shall serve a 1-yr term; and shall hold a single vote on the Board of Directors and a single vote on the Executive Committee.
- b. Fulfilling Director Duties: As with all Directors, the Secretary has a fiduciary duty to the organization.
- c. Attending PACE Meetings: The Secretary shall attend all Executive, Board, and Membership meetings.
- d. Reserving All Meeting Spaces & Technologies: With the advice and support of the President and Vice-President, the Secretary shall make all room reservations, cancellations, and re-bookings as required by NSD and Lockwood Elementary. Further, the Secretary shall furnish NSD and Lockwood Elementary all insurance paperwork as required to make such reservations.
  - i. Curtesy Notifications: It is good practice to send a curtesy reminder of all evening meetings via email or text to the front office staff, the PE teachers, the Librarian, and the Custodian (as is relevant). This allows staff to organize their space (putting away materials) and to know to unlock/light the space.
- e. Monitoring Executive, Board, and General Meeting Attendance: The Secretary shall keep an accurate record of the attendance of Directors and members at all *PACE at Lockwood* Executive, Board, and General meetings.

- i. Quorum: The Secretary shall notify the President whether quorum has been met such that Director or Membership action can be taken.
  - ii. Good Standing: The Secretary shall report habitual absences to the Parent Participation Coordinator, unless attendance is excused in advance by the Secretary.
- f. Recording & Distributing Minutes: The Secretary shall create a record of all motions and actions taken during meetings in a “Meeting Minutes” document. These minutes shall be promptly shared digitally (such as via email, Sharepoint, or the *PACE at Lockwood* website) with Membership—no later than ten days before the next meeting. The Secretary shall inquire at the next meeting if any corrections or additions must be made.
  - i. Approved Minutes: A corrected copy of all minutes must be maintained in the Secretary and accessible to all members upon request. This repository can be physical or digital.
- g. Maintaining and Keeping Records & Licenses: The Secretary shall work to gather, maintain, and keep the official records of the organization—such as the Articles of Incorporation, the Bylaws, Standing Rules, minutes, and copies of contracts—and to verify that licenses, insurance documents, and non-profit status documents are current.
- h. Facilitating Elections: In the case of a nomination from the floor for a position that already has a candidate, or in the event multiple candidates running for a position as a part of the proposed slate, the Bylaws require a “ballot vote.” In preparation for such an eventuality, the Secretary shall have blank ballots prepared for use in the vote. The Secretary shall maintain custody of all completed ballots and shall conduct the count. In the event the Secretary is a candidate in such a vote, the President and/or Vice-President would keep custody of the completed ballots and conduct the count.
- i. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

## 5. Treasurer

- a. TERM, VOTING, & QUALIFICATIONS: The Treasurer shall hold a 2-yr term, but can only serve two terms before another member must serve as Treasurer; shall hold a single vote on the Board of Directors, and a single vote on the Executive Committee; and should have experience or knowledge working with budgets and the ability to produce regular budget reports to the Board (or the willingness and ability to learn).

- i. Possibility of a 1-year Term: Because of the importance of a qualified member serving this role, it is possible for a qualified member to serve just a 1-year term (for instance, if a qualified member's youngest child is in 5th Grade and there are no other qualified and willing members).
- b. Fulfilling Director Duties: As with all Directors, the Treasurer has a fiduciary duty to the organization. In particular, the Treasurer should work to ensure that *PACE at Lockwood* is following all financial policies and guidelines as established by the IRS and Washington State for non-profit organizations such as ours.
- c. Attending PACE Meetings: The Treasurer shall attend all Executive, Board, and Membership meetings. In addition, the Treasurer may call occasional *Treasury Committee Meeting*, and shall call a summertime *Budget Committee Meeting* in order to create a budget to propose to the Board at the summer Board Retreat.
- d. Collecting & Distributing Funds: The Treasurer shall receive all funds of the organization, and deposit and distribute funds in accordance with the budget ultimately approved by Membership. The Treasurer may pay up to \$100 in excess of any line item so long as the overage is reported to the Executive Committee and up to \$250 in excess of any line item with the *prior* approval of the Board of Directors. Any amount over \$250 needs *prior* approval by the Membership.
  - i. Issuing Checks to Teachers: The Treasurer shall issue teacher funds for budgeted discretionary spending as desired. Typically, allocations occur with half being distributed mid-year and half at the end of the year (so teachers can spend it over the summer).
  - ii. Insurance: The Treasurer shall pay insurance premiums for the academic year in the Fall. A copy of the declaration page should be given to the Secretary (who will need to present it to NSD in order to make room reservations).
- e. Maintaining and Collecting Records: The Treasurer shall keep an accurate record of receipts and expenditures. While each committee should maintain their own records of expenditures, the Treasurer should verify their available balance upon request.
  - i. Collecting Receipts: The Treasurer shall establish a process for collecting receipts from members, and shall ensure that process is communicated to the membership.
- f. Communicating with the Special Treasurer: A Special Treasurer may be appointed by the *Nominations Committee* or the Board of Directors to operate a separate bank account for a specific fundraiser. The Treasurer shall maintain

communication with and oversight of the Special Treasurer.

- g. Following Financial Safeguard Procedures: The Treasurer shall ensure that two authorized signatures are present on each check from the main PACE account over the amount of \$500. Authorized signers include the President, Vice-President and Treasurer. A Special Treasurer may be given similar signing authority for checks written from the special fundraising bank account only. However, due to the nature of the Special Treasurer's duties, there are often transfers of money without the use of checks. The Treasurer, in addition to the Auditor/Bank Statement Reviewer, should periodically review the special fundraising bank account.
  - i. Providing Advice on Cash Handling Procedures: The Treasurer should offer advice on the handling of all cash, check, credit card, PayPal, and other financial instruments used by PACE fundraising events and activities (including informal arrangements such as "class funds"). Guidelines should include chain of custody, required forms, and the timing for remittal of cash, checks, and receipts to the Treasurer.
- h. Drafting a Proposed Budget: The Treasurer shall lead a summertime *Budget Committee* meeting (the *Budget Committee* is comprised of the President, Vice-President, and Treasurer) to craft a proposed annual budget that can be approved by the Board and Membership at their first meetings. When a new Treasurer is taking over the position, it is good practice to also hold an informal pre-"Budget Meeting" meeting at the end of the academic year that includes the outgoing Treasurer. The Treasurer must verify the general account has funds to cover at least half of the proposed budget for the school year.
- i. Creating & Providing Reports: At least one week prior to each Board and General Meeting, the Treasurer (and Special Treasurer for a particular fundraiser, if applicable) shall provide a Profit and Loss Budget vs. Actual Statement to the President and Vice-President to be distributed to the directors or members in attendance at the Board or General meeting.
  - i. Monthly Bank Statement Review: The Treasurer shall provide bank records and information for the primary account to the Bank Statement Reviewer monthly so a review and report shall be created and provided to the President before the next Board meeting.
  - ii. Annual Audit: The Treasurer shall make a full report and provide access to all financial records to the incoming Auditor at the end of the fiscal year so a full report can be created and provided to the President before November.
- j. Tax Forms & Non-Profit Status: The Treasurer shall ensure the appropriate tax forms are completed, filed, and/or and sent (including 1099, 1096, and 990N

forms as appropriate.) Further, the Treasurer shall ensure *PACE at Lockwood's* non-profit status is renewed with the Secretary of State in October (proof of renewal should be given to the Secretary for our records).

- k. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

## 6. Enrichments Chair

- a. TERM & VOTING: Serves a 1-year term, and holds one vote on the Board of Directors.
- b. Fulfilling Director Duties: As with all Directors, the Enrichments Chair has a fiduciary duty to the organization.
- c. Attending PACE Meetings: The Enrichments Chair shall attend all Board and Membership meetings. Additionally, the Enrichments Chair may call occasional or regular *Enrichments Committee* meetings.
- d. Chairing Enrichments Committee: The Enrichments Chair oversees the *Enrichments Committee* comprised of the Mini-Units team, the Outdoor Education team, the Family Camping team, the Spanish Program team, the Halloween Event team, and the Art Docent Program.
- e. Providing Guidance and Support: The Chair shall provide guidance, support, and shall oversee each team and position on their committee. This includes providing training, resources, and advocacy, as needed.
  - i. Communications: The Enrichments Chair shall serve as the conduit between the Board and the Enrichment Committee teams and members. As such, the Chair shall work to gather announcements and other news from their committee and distribute appropriately (for instance, to the Communications Chair for placement in the webpage, Facebook, or PACESetter newsletter; or, to the President for inclusion on the PACE Broadcast).
  - ii. Unfilled Positions: In the event that a position in the committee is unfilled, the Enrichments Chair shall propose to the *Executive Committee* a substitute to fill the position from within the *Enrichments Committee* itself.
- f. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

## 7. Community Support Committee Chair

- a. TERM & VOTING: Serves a 1-year term, and holds one vote on the Board of Directors.
- b. Fulfilling Director Duties: As with all Directors, the Community Support Chair has a fiduciary duty to the organization.
- c. Attending PACE Meetings: The Community Support Chair shall attend all Board and Membership meetings. Additionally, the Community Support Chair may call occasional or regular *Community Support Committee* meetings.
- d. Chairing Community Support Committee: The Community Support Chair oversees the *Community Support Committee* comprised of the PTA Representative, the Staff Appreciation team, the New Family Mentoring team, the Community Events team, and the Meeting Support team.
- e. Providing Guidance and Support: The Chair shall provide guidance, support, and shall oversee each team and position on their committee. This includes providing training, resources, and advocacy, as needed.
  - i. Communications: The Community Support Chair shall serve as the conduit between the Board and the *Community Support Committee* members. As such, the Chair shall work to gather announcements and other news from their committee and distribute appropriately (for instance, to the Communications Chair for placement in the webpage, Facebook, or PACEsetter newsletter; or, to the President for inclusion on the PACE Broadcast).
  - ii. Unfilled Positions: In the event that a position in the committee is unfilled, the Community Support Chair shall propose to the *Executive Committee* a substitute to fill the position from within the *Community Support Committee* itself.
- f. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

## 8. Fundraising Committee Chair

- a. TERM & VOTING: Serves a 1-year term, and holds one vote on the Board of Directors.
- b. Fulfilling Director Duties: As with all Directors, the Fundraising Chair has a fiduciary duty to the organization.

- c. Attending PACE Meetings: The Fundraising Chair shall attend all Board and Membership meetings. Additionally, the Fundraising Chair may call occasional or regular *Fundraising Committee* meetings.
- d. Planning Fundraising Strategy & Events: In consultation with the Fundraising Committee, the Executive Committee, and the Board of Directors, the Chair shall determine the need and type of fundraiser(s) each year and set the dates.
- e. Chairing Fundraising Committee: The Fundraising Chair oversees the *Fundraising Committee* comprised of a Team Lead for each individual fundraiser as well as a Fundraising Representative in each individual class.
- f. Providing Guidance and Support: The Chair shall provide guidance, support, and shall oversee each team and position on their committee. This includes providing training, resources, and advocacy, as needed.
  - i. Planning and Implementation of Events: While the Team Lead for each fundraiser should largely plan and implement a given fundraiser, the Chair shall serve as the advisor, and might take a more direct role such as by unifying all requests for business donations (so that individual fundraiser leads are not each asking the same businesses).
  - ii. Cash Handling Procedures: The Chair shall reach out to the Treasurer to ensure the *Fundraising Committee* is trained on all cash handling procedures for events and activities. Such procedures should include chain of custody, required forms, and the timing for remittal to the Treasurer.
  - iii. Ensuring Prompt Communication of Member Contributions: On a time schedule as agreed to with the President, the Fundraising Chair shall prompt the Team Lead(s) to provide the President a breakdown of all individual member “Fundraising Obligation” credits so that member’s account balances can be updated in Jovial before re-enrollment occurs.
  - iv. Communications: The Fundraising Chair shall serve as the conduit between the Board and the *Fundraising Committee* members. As such, the Chair shall work to gather announcements and other news from their committee and distribute appropriately (for instance, to the Communications Chair for placement in the webpage, Facebook, or PACESetter newsletter; or, to the President for inclusion on the PACE Broadcast).
  - v. Unfilled Positions: In the event that a position in the committee is unfilled, the Fundraising Chair shall propose to the *Executive Committee* a substitute to fill the position from within the *Fundraising Committee* itself.
- g. Updating the Board & Committee Job Descriptions: At the end of the academic

year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

## 9. Communications Committee Chair

- a. TERM & VOTING: Serves a 1-year term, and holds one vote on the Board of Directors.
- b. Fulfilling Director Duties: As with all Directors, the Communications Chair has a fiduciary duty to the organization.
- c. Attending PACE Meetings: The Communications Chair shall attend all Board and Membership meetings. Additionally, the Communications Chair may call occasional or regular *Communications Committee* meetings.
- d. Chairing Communications Committee: The Communications Chair oversees the *Communications Committee* comprised of an External Team (the Webmaster, Social Media Lead, and Information Night Lead), an Internal Team (the Data/Email Lead and the Historian/Archivist), and the PACESetter Newsletter Team (the PACESetter Newsletter Lead and a reporter from each class).
- e. Providing Guidance and Support: The Chair shall provide guidance, support, and shall oversee each team and position on their committee. This includes providing training, resources, and advocacy, as needed.
  - i. Information Collection & Publication: The Communications Chair shall serve as the conduit between the Board and the *Communications Committee* members. As such, the Chair shall work to gather announcements and other news from all other Board members for placement in the webpage, Facebook, or PACESetter newsletter.
    1. Regular Collection & Publishing Plan: The Chair shall create a regular information collection plan—proactively reaching out to the Board, committees, teams, and members. Further, the Chair shall establish a regular distribution and publishing plan.
    2. PACE Broadcast: While the PACE Broadcast is distributed by the President, the Communications Chair shall provide the President an edited copy of all announcements and reminders for the Broadcast.
  - ii. Information Storage and Access: The Communication Chair is also responsible for the PACE email and file storage through Sharepoint. Approximately one month after the end of the academic year, the Chair should ensure that the Data/Email Lead begins resetting passwords and email forwarding to the appropriate members.

- iii. Unfilled Positions: In the event that a position in the committee is unfilled, the Communications Chair shall propose to the *Executive Committee* a substitute to fill the position from within the *Communications Committee* itself.
- f. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

## 10. Field Trips and Incursions Committee Chair

- a. TERM & VOTING: Serves a 1-year term, and holds one vote on the Board of Directors.
- b. Fulfilling Director Duties: As with all Directors, the Field Trip & Incursions Chair has a fiduciary duty to the organization.
- c. Attending PACE Meetings: The Field Trips & Incursions Chair shall attend all Board and Membership meetings. Additionally, the Field Trips and Incursions Chair may call occasional or regular *Field Trips & Incursions Committee* meetings.
- d. Chairing Field Trips & Incursions Committee: The Field Trips & Incursions Chair oversees the *Field Trips and Incursions Committee* comprised of a Field Trips Team (1-2 Representatives in each class), and an Incursion Team (0-1 Representatives in each class). Note that if a class does not have an Incursion Representative, one of the class Field Trip Representatives will take up those responsibilities.
- e. Providing Guidance and Support: The Chair shall provide guidance, support, and shall oversee each team and position on their committee. This includes providing training, resources, and advocacy, as needed.
  - i. Provide Initial Training: The Chair shall meet with all Representatives early in the year in order to explain guidelines and responsibilities, and to provide them packets (either physically or digitally) that include all forms, instructions, and chaperone instructions.
    - 1. Fair Chaperone Selection Procedure: The Chair shall update and share a standard policy for a fair and equitable chaperone selection procedure.
    - 2. Field Trip Funds Management: Ensure that Field Trip Representatives understand the procedures for managing and tracking field trip money; as well as handling reimbursements.

3. Update Guidelines: Update the guidelines, forms, and other training materials in preparation for the next school year.
- ii. Coordinate Communication:
    1. Budget: Help information flow from the Treasurer to the Field Trip and Incursions Representatives and Teachers about available budget.
    2. NSD / Lockwood Paperwork: With the Enrollment Coordinator, ensure all 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 are submitted to the school. Also, particularly for new families, confirm that district required “volunteer application” forms have been submitted.
    3. Unfilled Positions: In the event that a position in the committee is unfilled, the Field Trips & Incursions Chair shall propose to the *Executive Committee* a substitute to fill the position from within the *Field Trips & Incursions Committee* itself.
  - f. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

## 11. Class Coordinators

- a. TERM & VOTING: Serves a 1-year term (encouraged not to repeat term for the same class twice in a row), and *shares* one vote on the Board of Directors with the other Class Coordinators.
- b. Fulfilling Director Duties: As with all Directors, the Class Coordinators have fiduciary duties to the organization.
- c. Attending PACE Meetings: The Class Coordinators shall select a single representative to attend each Board meeting. Typically, the Class Coordinators rotate on a regular schedule which Coordinator among them attends a given Board Meeting. All Class Coordinators shall attend General Membership meetings.
- d. Mediating & Resolving Dispute Involving Parents: Where appropriate, the Class Coordinator should serve as a resource or facilitate resolution of any classroom conflict between parents, between parents and the concerned parent’s PACE teacher, between parents and Board members. Disputes between parents and Lockwood Elementary or NSD Staff outside of the concerned parent’s classroom are not something the Class Coordinator should get involved in.

- e. Organizing the 5th Grade Graduation Party: The 5th grade Class Coordinator will organize or delegate an end-of-year graduation party for the graduating 5th Grade PACE students.
- f. Working with the Teacher: The Class Coordinator should meet with their teacher before the academic year begins in order to establish a rapport, to get a sense of what help the teacher wants and needs, and to begin preparing material and announcements for parents. Thereafter, the Class Coordinator should meet with the teacher approximately once each week. Class Coordinators have the responsibility to work with the teacher to determine specific classroom roles, to gather parent availability, and to fairly and equitably pair that availability with a blank volunteer schedule and roles created at the direction of the teacher. Often this schedule will change several times over the course of the year at the direction of the teacher and parent assignment will need to be adjusted.
- g. Working with the Parents: The Class Coordinator can begin communication with parents as early as the beginning of summer in order to organize summer park dates, to add parents to a class Facebook Group, and to begin passing on important PACE information. During the year, the Class Coordinator should be a regular point of contact for parents—passing on information and reminders about *PACE and Lockwood* events and deadlines to parents, as well as sharing parent concerns with the teacher or with the Board.
  - i. Volunteer Shift Changes: Sometimes a parent cannot attend their designated volunteer time. Typically, a parent will check with the teacher to see if a replacement is desired and will then work to get their time covered by another parent. Class Coordinators should work to emphasize the importance of advance communication and finding coverage.
    - 1. Working with Other PACE Classes: If a family is having a difficult time finding an available volunteer slot in the classroom, the Class Coordinator can help the family reach out to other PACE teachers and Class Coordinators that might need assistance.
  - ii. Communication Forums: Recognizing that some families don't read email carefully and some don't use Facebook, it is a good idea to share important announcements over several mediums. The Class Coordinator should distribute a class roster to all families and should add all families to an email distribution list and to the class Facebook Group.
    - 1. Family Privacy Concerns: Before distributing any information, the Coordinator should verify that families agree to have information like their home addresses or emails included on the roster; and should verify that other parents are allowed to post photos of each child in the class Facebook Group.

- iii. Social Gatherings: The Class Coordinator should organize or delegate the organization of social gatherings for class families, including park playdates, and parents/guardians “night outs.”
  - iv. Meal Trains & Family Support: The Class Coordinator often organizes help in terms of food or childcare in times of great family stress or celebration (such as childbirth or a death in the immediate family).
  - v. Class Teacher Appreciation Fund: The Class Coordinator typically collects a small (and optional) amount of money (roughly \$10) from each family to use for Teacher Appreciation gifts throughout the year—especially for birthdays, holidays, and other special milestones. This money should be submitted to the Treasurer for keeping and not held by the Class Coordinator.
- h. Working with the Board: The Class Coordinators shall communicate class issues to the designated voting Class Coordinator before each Board Meeting (so they can be raised to the Board). The Class Coordinator designated to attend a given Board Meeting shall promptly communicate information and announcement from the Board to all other Class Coordinators.
- i. Connecting Parents to PACE Events: The Class Coordinator will often be asked to help “rally the troops” for fundraising events, staff appreciation week, Mini-Units, field trips, cooking lessons, Halloween & Valentines events, and other classroom parties.
  - ii. Verification of Volunteer Form Completion: Before any parent can volunteer, the Class Coordinator should verify that parent volunteers have turned in the Washington State Patrol (WSP) forms and volunteer application forms.
- i. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

## **12. Enrollment Coordinator**

- a. TERM & VOTING: Serve a 2-year term, and holds one vote on the Board of Directors. As with the Membership Chair, it is possible for the term of this position to be shortened or lengthened (1-yr term or 3-yr term) so that there is always a stagger between the two roles.
- b. Fulfilling Director Duties: As with all Directors, the Enrollment Coordinator has a fiduciary duty to the organization.

- c. Attending PACE Meetings: The Enrollment Coordinator shall attend all Board and Membership meetings. Additionally, the Membership Chair may call occasional or regular *Membership Committee* meetings, which the Enrollment Coordinator will attend. At the direction of the Membership Chair, the Enrollment Coordinator may also be asked to accompany or substitute for the Membership Chair in meetings with Lockwood Administration, NSD Administration, or with other PACE organizations in the district.
  - i. Current Roster: At all membership meetings, the Enrollment Coordinator should have access to a complete roster of all enrolled members.
- d. Serving in the Membership Committee: Under the direction of the Membership Chair, the Enrollment Coordinator is a member of the Membership Committee.
  - i. Potential Members: In coordination with the Membership Chair, the Enrollment Coordinator confidentially maintains the wait list for applicants to the program.
  - ii. Current Members: The Enrollment Coordinator manages all PACE rosters and re-enrollment of current PACE students. Further, the Coordinator promptly notifies PACE Teachers and Class Coordinators of any changes.
    - 1. Enrollment Reports: Enrollment Reports should be provided to the Membership, Board, and to the Lockwood Elementary Administration as relevant or requested.
    - 2. Re-Enrollment: In January, the Enrollment Coordinator will provide a re-enrollment link to the President.
  - iii. Data Retention: The Enrollment Coordinator should maintain all records of registration communications, all applications and all other enrollment paperwork as described in the PACE data retention policy.
- e. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

### **13. Member-at-Large**

- a. TERM & VOTING: Serves a 1-year term, and holds one vote on the Board of Directors.
- b. QUALIFICATIONS: Shall be a member of *PACE at Lockwood* for at least three years, and it is strongly preferred they have served on the Board of Directors for at least one year.

- c. Fulfilling Director Duties: As with all Directors, the Member-at-Large has a fiduciary duty to the organization.
- d. Attending PACE Meetings: The Member-at-Large must attend all Board and Membership meetings. Additionally, the Member-at-Large will serve as the Chair of the *Nominations Committee* and will call occasional or regular *Nominations Committee* meetings in the Spring.
- e. Fulfilling Primary Duty of Offering Wise Counsel: The Member-at-Large has the primary duty of being a voice of reason, and of consistently placing value in the best interests of the organization’s long-term strength and growth (rather than its immediate needs and operations). The Member-at-Large is charged with considering the “larger picture” such as the organization’s financial health, the morale of its members, its position in the community, its relationship with other PACE organizations, its communication strategy with the district, and so on. As such, the Member-at-Large is considered an advisory member of every PACE committee established in the Standing Rules or Bylaws—except the *Executive Committee*.
- f. Representing PACE in the Community: While the President, Vice-President, Membership Chair, and Communication Chair may be asked to represent *PACE at Lockwood* to the public or to other organization.
- g. Chairing the Nominations Committee: The Member-at-Large is charged with forming and leading the *Nominations Committee*. This committee is comprised of the Member-at-Large, President, Vice-President, and at least two other members as chosen by the Member-at-Large. The primary task of the committee is to assemble a proposed slate of incoming Board of Directors to present to the outgoing Board of Directors. If possible, the *Nominations Committee* should work to fill all other committee positions at the same time.
- h. Updating the Board & Committee Job Descriptions: At the end of the academic year, submit (to the *Handbook Review Committee*) a list of updates and suggested changes to this document that are related to your position and committee.

#### **14. PACE Teachers (1st-Grade through 5th-Grade)**

- a. PACE Teachers are not required to have a child in the program and are ex officio, non-voting members of the Board of Directors through their employment as PACE Teachers.

#### **15. President Emeritus**

- a. The President Emeritus is not required to have a child in the program and is an ex officio, non-voting member of the Board of Directors. The term of office is indefinite, but there is an expectation they will be available for advice in the year following their term as President.

# Committee Job Descriptions

## 1. Enrichments Committee

- a. TERM: Committee positions are, preferably, a 1-year term. However, for Team Leader positions that have a “Co-Team Leader,” we strongly encourage members who serve in the “Co-Team Leader” position to advance to the “Team Leader” position in the following year. Aside from that situation, it is preferred that members not hold the same position for more than one term in order to give other members a chance to show their talents in that area. However, there is no strict rule against continuing in a committee position indefinitely.
- b. Enrichments Committee Structure: Led by the Enrichments Chair, the committee is comprised of the Mini-Units Enrichment Team, the Outdoor Education Enrichment Team, the Family Camping Enrichment Team, the Spanish Program Enrichment Team, the Halloween Event Team, and the Art Docent Program. In the absence of leadership in any of the following teams, the Enrichments Chair can, with the advice of the Executive Committee, promote team members from within the committee, receive a new member into their committee, or personally assume the leadership role.
  - i. Mini-Units Enrichment Team: A group of about a half-dozen team members led by the Mini-Units Enrichments Coordinator and Co-Coordinator. It is suggested, but not required, that the Mini-Units Enrichment Coordinator and Co-Coordinator hold staggered 2-year terms so that the Co-coordinator becomes the Coordinator in their second year on the team. For the following tasks it is expected that team members attend all team meetings and assist the Coordinator and Co-Coordinator where possible.
    1. Meetings: In addition to General Meetings, Mini-Units Enrichment Team members will hold additional planning meetings in preparation for their events. Further, a representative from the Mini-Units Enrichment Team must attend and present at the “PACE Information Night” and, if requested, can attend the “New Family Dessert Night.”
    2. Communication Stream: Generally, the team should communicate their needs and announcements through the Enrichments Chair, who will attend Board meetings as their representative. The Enrichments Chair will submit announcements to the Communications Chair (for inclusion on the website, social media, or newsletters) and to the President (for inclusion in the Broadcast). If desired, or by the Enrichments Chair’s request, the Mini-Units Enrichment Coordinator(s) may attend any Board meeting in person to give a report.

3. Develop Mini-Units Themes and Lessons: With PACE teacher's input, create a theme and lesson plan for Mini-Units.
  4. Enlist Parent Teachers and Assistants: Enlist parents to teach lessons, ensure they are trained to conduct the lessons, and schedule any additional volunteers needed to assist on the days of Mini-Units.
  5. Manage Mini-Units Budget: Manage the budget and maintain records of deposits and expenses. Verify available budget with the Treasurer.
  6. Debrief & Record: After a Mini-Unit session, debrief with teachers and record the lessons taught (and lessons learned!) in a file in the PACE Sharepoint of completed and potential Mini-Units sessions.
  7. Budget Input: Provide input to the President about the Mini-Units budget for the following year.
- ii. **Outdoor Education Enrichment Team**: Often comprised of just the Outdoor Education Enrichment Coordinator and Co-coordinator, but possibly also a half-dozen team members. It is strongly suggested, but not required, that the Outdoor Education Enrichment Coordinator and Co-Coordinator hold staggered 2-year terms so that the Co-coordinator becomes the Coordinator in their second year on the team. For the following tasks it is expected that team members attend all team meetings and assist the Coordinator and Co-Coordinator where possible.
1. Meetings: In addition to General Meetings, Outdoor Education Enrichment Team members will hold additional planning meetings in preparation for their event. Further, a representative from the Outdoor Education Enrichment Team must attend and present at the "PACE Information Night" and, as requested, can attend the "New Family Dessert Night."
  2. Communication Stream: Generally, the team should communicate their needs and announcements through the Enrichments Chair, who will attend Board meetings as their representative. The Enrichments Chair will submit announcements to the Communications Chair (for inclusion on the website, social media, or newsletters) and to the President (for inclusion in the Broadcast). If desired, or by the Enrichments Chair's request, the Outdoor Education Enrichment Coordinator(s) may attend any Board meeting in person to give a report.
  3. Plan & Execute Outdoor Education Day: The Outdoor Education

Enrichment Coordinator, in cooperation with their Co-Coordinator, and assisted by any team members, shall 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 (alternating with Family Camping Weekend). Duties include the management, oversight, and/or delegation of the following:

- a. Develop Curriculum: 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.
- b. Coordinate with Teachers: Meet/communicate with teachers to coordinate plans, curriculum, and day-of execution.
- c. Enlist Parent Teachers and Assistants: Enlist parents to teach lessons, ensure they are trained to teach lessons, and schedule any additional volunteers needed to assist the day of Outdoor Education.
- d. Manage Outdoor Education Budget: Manage the budget and maintain records of deposits and expenses. Verify available budget with the Treasurer.
- e. Debrief & Record: Debrief with teachers and record the lessons taught (and lessons learned!) in a file in the PACE Sharepoint of completed and potential Outdoor Education activities.

4. Budget Input: Provide input to the President about the Outdoor Education budget for the following year.

iii. **Family Camping Enrichment Team**: Often comprised of just the Family Camping Enrichment Coordinator and Co-coordinator, but possibly also a half-dozen team members. It is strongly suggested, but not required, that the Family Camping Enrichment Coordinator and Co-Coordinator hold staggered 2-year terms so that the Co-coordinator becomes the Coordinator in their second year on the team. For the following tasks it is expected that team members attend all team meetings and assist the Coordinator and Co-Coordinator where possible.

1. Meetings: In addition to General Meetings, Family Camping

Enrichment Team members will hold additional planning meetings in preparation for their event. Further, a representative from the Family Camping Enrichment Team must attend and present at the “PACE Information Night” and, by request, can attend the “New Family Dessert Night.”

2. Communication Stream: Generally, the team should communicate their needs and announcements through the Enrichments Chair, who will attend Board meetings as their representative. The Enrichments Chair will submit announcements to the Communications Chair (for inclusion on the website, social media, or newsletters) and to the President (for inclusion in the Broadcast). If desired, or by the Enrichments Chair’s request, the Family Camping Enrichment Coordinator(s) may attend any Board meeting in person to give a report.
3. Plan & Execute Family Camping Weekend: The Family Camping Enrichment Coordinator, in cooperation with their Co-Coordinator, and assisted by any team members, shall organize a weekend camping experience for *PACE at Lockwood* students and staff. Family Camping occurs in the Fall, every other year (alternating with Outdoor Education Day). Duties include the management, oversight, and/or delegation of the following:
  - a. Verify Insurance: Work with the Treasurer and President to verify that the appropriate insurance is in place.
  - b. Communicating with Members: Inform members of timelines, fees, and procedures for booking campsites.
  - c. Scheduling & Booking Event: Reserve the yurts and shelters; and should communicate with the campsite regarding contract, insurance, and billing.
  - d. Conduct the Yurt Lottery: Conduct a lottery for the yurts and/or cabins in a fair and equitable manner.
  - e. Plan the Event: Plan the details regarding placement of families at camp, meals, waterfront and entertainment. Organize volunteers for fire duty, cooking, cleaning, hike leads, organized games, and so on. Purchase or locate all required wood, food, materials and safety gear.
  - f. Enlist Volunteers: Enlist parents to assist throughout the weekend.

- g. Manage Family Camping Budget: Manage the budget and maintain records of deposits and expenses. Collect payments from members for food or other added expenses. Verify available budget with the Treasurer.
  - h. Debrief & Record: Debrief and record the lessons taught (and lessons learned!) in a file on the PACE Sharepoint.
  - i. Budget Input: Provide input to the President about the Family Camping budget for the following year.
- iv. **Spanish Program Enrichment Team**: Often comprised of just the Spanish Enrichment Coordinator and Co-coordinator, but possibly also a few team members. It is strongly suggested, but not required, that the Spanish Enrichment Coordinator and Co-Coordinator hold staggered 2-year terms so that the Co-coordinator becomes the Coordinator in their second year on the team. For the following tasks it is expected that team members attend all team meetings and assist the Coordinator and Co-Coordinator where possible.
- 1. Meetings: In addition to General Meetings, Spanish Enrichment Team members will hold additional planning meetings in preparation for their event. Further, a representative from the Family Camping Enrichment Team must attend and present at the “PACE Information Night” and, by request, may attend the “New Family Dessert Night.”
  - 2. Communication Stream: Generally, the team should communicate their needs and announcements through the Enrichments Chair, who will attend Board meetings as their representative. The Enrichments Chair will submit announcements to the Communications Chair (for inclusion on the website, social media, or newsletters) and to the President (for inclusion in the Broadcast). If desired, or by the Enrichments Chair’s request, the Spanish Enrichment Coordinator(s) may attend any Board meeting in person to give a report.
  - 3. Plan & Execute Dia del Nino Event: The Spanish Enrichment Coordinator, in cooperation with their Co-Coordinator, and assisted by any team members, shall organize a Dia del Nino event for *PACE at Lockwood* students and staff. Dia del Nino occurs in the Spring. Duties include the management, oversight, and/or delegation of the following:
    - a. Schedule the Event: Ensure the calendar date is as close to April 30th as possible, usually the nearest Early-Release

Wednesday.

- b. Delegate Tasks: Work with committee to plan and delegate tasks.
  - c. Gather Supplies: Request nut-free candy and trinket donations from general membership (suggested collection times of after Halloween, Winter Break, and Spring Break.). Locate all previous years' items to confirm contents prior to any purchasing.
  - d. Enlist Volunteers: Enlist parents to assist leading up to and throughout the event.
  - e. Manage Spanish Budget: Manage the budget and maintain records of deposits and expenses. Collect payments from members for food or other added expenses. Verify available budget with the Treasurer.
  - f. Debrief & Record: Debrief and record the lessons taught (and lessons learned!) in a file on the PACE Sharepoint.
4. Spanish Program Assistance:
- a. Ordering Materials: Prepare, submit, and coordinate orders for curriculum materials needed for the academic year. In conjunction with the Spanish teacher, obtain workbook counts and curriculum needs in time for the start of the Spanish program, typically in October.
  - b. Coordinating Calendars: Work with PACE teachers and the PACE Spanish teacher to coordinate and prepare the Spanish teaching calendar for the upcoming year, including the daily schedule for each grade.
  - c. Serve as PACE Contact for Spanish Teacher: Be available for the Spanish Teacher to express concerns about PACE supplies, to suggest special projects or purchases, or to notify PACE about any absence or sick day taken by the Spanish Teacher.
  - d. Thank-You Notes from Students: As desired, to coordinate year-end "Thank You" notes and birthday wishes from students to the Spanish Instructor.
  - e. Hiring Committee: If it becomes necessary to replace the

Spanish Teacher, join a hiring committee called by the President to interview prospective applicants for the position.

- f. Debrief & Record: Debrief and record the lessons taught (and lessons learned!) in a file in the PACE Sharepoint.
5. Budget Input: Provide input to the President about the Spanish budget for the following year.
- v. **Halloween Party Enrichment Team**: Often comprised of just the Halloween Party Enrichment Lead and, sometimes a Co-lead. It is suggested, but not required, that the Lead and Co-Lead hold staggered 2-year terms so that the Co-Lead becomes the Lead in their second year on the team.
1. Communication Stream: Generally, the team should communicate their needs and announcements through the Enrichments Chair, who will attend Board meetings as their representative. The Enrichments Chair will submit announcements to the Communications Chair (for inclusion on the website, social media, or newsletters) and to the President (for inclusion in the Broadcast). If desired, or by the Enrichments Chair's request, the Halloween Team Lead(s) may attend any Board meeting in person to give a report.
  2. Plan & Execute Halloween Event: The Halloween Party Enrichment Lead, in cooperation with their Co-Lead, shall organize a Halloween Party event for *PACE at Lockwood* students and staff.
    - a. Coordinate with Teachers & Class Coordinators: The Lead(s) should coordinate efforts with the Teachers, Class Coordinators, and the assigned Halloween Parent(s) from each classroom (if applicable).
    - b. Gather Supplies: Locate all previous years' supplies prior to any purchasing. Purchase new supplies as needed.
    - c. Enlist Volunteers: In coordination with the Class Coordinator, enlist parents to assist leading up to and throughout the event.
    - d. Manage Halloween Party Budget: Manage the budget and maintain records of deposits and expenses. Collect payments from members for food or other added expenses.

Verify available budget with the Treasurer.

- e. Debrief & Record: Debrief and record the lessons taught (and lessons learned!) in a file in the PACE Sharepoint.
3. Budget Input: Provide input to the President about the Halloween Party budget for the following year.
- vi. Art Docent Program: The Art Docent Program is run through the PTA (and not through PACE). However, PACE ensures that there are 1-2 Art Docents in every PACE classroom and serving as an Art Docent counts as fulfilling your service on a “PACE Board or Committee” obligation.
  1. Meetings: In addition to General Meetings, Art Docents may hold additional planning or training meetings in preparation for their work. Further, a representative from the Art Docent Program, as requested, may attend and present at the “PACE Information Night” and/or “New Family Dessert Night.” If desired, or by the Enrichments Chair’s request, any Art Docents may attend any Board meeting in person to give a report.
  2. Communication Stream: While most Art Docent issues should go through the PTA and/or NSD, Art Docents working in PACE classrooms may also communicate their needs and announcements through the PACE Enrichments Chair, who will attend Board meetings as their representative in PACE. The Enrichments Chair will submit announcements to the Communications Chair (for inclusion on the website, social media, or newsletters) and to the President (for inclusion in the Broadcast).
  3. Plan & Execute Art Docent Lessons: As directed by the PTA and/or NSD and with the advice and consent of the teachers, the Art Docents shall organize and conduct a series of art lessons over the year.

## 2. Communications Committee

- a. TERM: Committee positions are, preferably, 1-year terms. While it is generally preferred that members not hold the same position for more than two terms in order to give other members a chance to show their talents in that area, there is no strict rule against continuing in a committee position indefinitely.
- b. Communications Committee Structure: Led by the Communications Chair, the committee is comprised of an External Communication Team (Webmaster, Social Media Lead, and Information Night Lead), an Internal Communications Team (Data/Email Lead and an Historian/Archivist), and the PACESetter Newsletter

Team (PACEsetter Newsletter Lead and a reporter from each class). In the absence of leadership in any of the following teams, the Communications Chair can, with the advice of the Executive Committee, promote team members from within the committee, receive new members into their committee, or personally assume the leadership role.

All teams should manage and maintain records of deposits, expenses, etc. for their team. When needed, they should verify available budgets with the Treasurer.

i. **The External Communications Team**: This team is responsible for most outward-facing communication such as the PACE Website, PACE Facebook account, and the “PACE Information Night.”

1. **The Webmaster**: In coordination with or at the direction of the Communications Chair, the webmaster ensures that website, at a minimum, includes the current Handbook (Bylaws, Standing Rules, and these Job Descriptions), current information about the PACE application process, current contact information, and a current calendar of events.

Additional information such as upcoming meeting agendas, past meeting minutes, links to useful forms, PACE Broadcasts, and PACEsetter Newsletters would also be appropriate to include. Past webmasters have additionally written regular blogs, or have tied in the social media feed from our Facebook page so that the website feels active and welcoming to members.

a. **Flow of Information**: Information can come from such sources as parents, board members, teachers, PTA, or even parenting-related articles found on the internet. The webmaster should develop a plan in coordination with the Communications Chair for how content is created or gathered, on what schedule it is posted, and with what oversight from the Communications Chair.

b. **Confidentiality**: In all public communications, respect the security and confidentiality of members, as well as monitoring and moderating postings of text or images.

2. **The Social Media Lead**: In coordination with or at the direction of the Communications Chair, the Social Media Lead manages our regular social media account(s).

a. **Flow of Information**: Information can come from such sources as parents, board members, teachers, PTA, or even parenting-related articles found on the internet. The Social

Media Lead should develop a plan in coordination with the Communications Chair for how content is created or gathered, on what schedule it is posted, and with what oversight from the Communications Chair.

- b. Confidentiality: In all public communications, respect the security and confidentiality of members, as well as monitoring and moderating postings of text or images.

### 3. The PACE Information Night Lead

- a. Plan & Run “PACE Information Night:” Organize and run Information Night event. This can include ensuring the distribution of fliers to Lockwood and feeder schools, inviting representatives from our Enrichments to come speak, ensuring displays with photos from recent enrichments are set up, staffing the evening with parent or student volunteers, inviting teachers for a Q & A panel (and moderating that discussion, if required), and inviting the Principal, PACE President or any other speaker to present.

- i. Display Boards: With support from the Historian/Archivist, The Information Night Lead should print photos of recent enrichments to update the photo boards and to create new photo boards for use during “PACE Information Night.”

- ii. **The Internal Communications Team**: This team is responsible for most inward-facing communication such as Sharepoint and Email accounts as well as file storage and historical archives of PACE photos and other materials.

- 1. The Data/Email Lead: The Data/Email lead is responsible for maintaining our email and data storage processes. Currently, we are using a package through Microsoft (Outlook and Sharepoint) to manage this. Every member of PACE has an official PACE email account, which gives them access to specific Sharepoint storage as is applicable to their role.

- a. Email: The workload in this position is heavier in the summer before the academic year begins. By mid-July all accounts should have passwords re-set and forwarding addresses set to their new owner’s personal emails. If new positions have been created, now is the time to create those accounts. As you create an account, be sure to give it access to the appropriate Sharepoint area as well as adding

it to the appropriate email groups. Over the year, PACE members might leave the program, switch roles, change their personal emails, or forget their passwords. It is the Data/Email Lead's task to adjust and take care of these issues.

- b. Sharepoint: Important PACE documents should be saved in the appropriate Sharepoint sites. As needed or requested, the Data/Email Lead can create new sites. Organization within each site is up to the committee or team using that site.
  - c. Other Microsoft Applications: As a part of our package, we also have access to Microsoft Forms, Microsoft Onedrive, and other Microsoft products. The Data/Email Lead can support these products as much as they feel comfortable doing.
  - d. Virtual Meeting Support: Where necessary, the Data/Email Lead should offer general support or training for any PACE meeting occurring virtually.
2. The Historian/Archivist: The Historian/Archivist support the secure electronic archival of historic and relevant program documents (such as PACE Setter Newsletters, PACE Broadcasts, event flyers and programs, advertising materials, logos and graphics, agendas, minutes, and photos). Where other members are in charge of created and editing that content, the Historian/Archivist is responsible for collecting and organizing it.
- a. Photo Collection & Management: In addition to collecting newspaper clippings, flyers, posters, and such, the Historian/Archivist should work with the Class Coordinators to gather photos of events throughout the year in an organized way that can be retained, accessed, and downloaded (such as through SmugMug, Shutterfly, or a classroom Sharepoint site).
  - b. Recruiting Photographers: The Historian/Archivist should work with the Class Coordinators to ensure there are photographers for official PACE events so that a good record is captured.
  - c. Slide Shows: Using archived photos, as requested, the Historian/Archivist may make slide show for use in various PACE events. For instance, they might make an Outdoor

Education Day slideshow to play at the meeting following Outdoor Education Day, at “PACE Information Night,” at “New Family Dessert Night,” or for the “5<sup>th</sup> Grade Graduation.”

- iii. **The PACEsetter Newsletter Team**: This team is responsible for designing, providing content for, and publishing a regular newsletter (issuing 3-4 times each year) featuring activities occurring in PACE classrooms.
  1. **The PACEsetter Newsletter Editor**
    - a. **Collects Articles & Media**: The Editor should regularly communicate deadlines with the class Reporters and the President—who each owe an article and photo to each newsletter—such that there is time to edit the content and to fit the content to the newsletter’s design and layout. Give Reporters and the President good examples of past articles as needed.
    - b. **Publish Newsletters**: The Editor should submit the final draft of any newsletter to the Communications Chair (for publication on the website and/or on social media) and to the President (for publication in the Broadcast). As the budget allows, printed copies can be left in the main office, or even distributed in Wednesday folders. If printed copies are made, it is a good idea to prioritize giving some copies to the Tour Coordinator and to the PACE Information Night Lead to share with potential members.
    - c. **Submit to Archive**: Submit a final copy of each newsletter to the Historian/Archivist to be kept in the PACE archives.
  2. **The PACEsetter Newsletter Classroom Reporters**
    - a. **Create Class-Specific Articles**: A Reporter’s job is to share what is happening in your classroom with the wider school (and potential members of PACE). Articles might feature guest speakers, field trips, or special in-class activities. Each article should be accompanied by relevant photos.
  3. **Privacy Considerations**: It is **required** that articles and/or photos **not** feature personally-identifying information or children’s faces so that the PACEsetter can be shared on our website or social media and can be used for PACE marketing (such as PACE Tours and at the PACE Information Night).

### 3. Community Support Committee

- a. TERM: Committee positions are 1-year terms. However, for Coordinator positions that have a “Co-Coordinator,” we strongly encourage members who serve in the “Co-Coordinator” position to advance to the “Coordinator” position in the following year. While it is generally preferred that members not hold the same position for more than two terms in order to give other members a chance to show their talents in that area, there is no strict rule against continuing in a committee position indefinitely.
- b. Community Support Committee Structure: Led by the Community Support Chair, the committee is comprised of the PTA Representative, the Staff Appreciation Team, The New Family Mentoring Team, the Community Events Team, and the Meeting Support Team. In the absence of leadership in any of the following teams, the Community Support Chair can, with the advice of the Executive Committee, promote team members from within the committee, receive a new member into their committee, or personally assume the leadership role.
- c. Meetings: In addition to General Meetings, the individual teams in the Community Support Committee may hold additional planning meetings in preparation for their events and activities. Further, a representative from the various Community Support teams must attend and present at the “PACE Information Night” and, by request, may attend the “New Family Dessert Night.”
- d. Communication Stream: Generally, the team should communicate their needs and announcements through the Community Support Chair, who will attend Board meetings as their representative. The Community Support Chair will submit announcements to the Communications Chair (for inclusion on the website, social media, or newsletters) and to the President (for inclusion in the Broadcast). If desired, or by the Community Support Chair’s request, the leaders or members of any team may attend any Board meeting in person to give a report.
- e. Enlist Volunteers: It is the responsibility of the committee to enlist parents volunteers to assist in any activity or endeavor planned by the committee or its teams.
- f. Manage Community Support Budget: Manage the budget and maintain records of deposits and expenses. Verify available budget with the Treasurer.
- g. Debrief & Record: On a regular basis, it is best practice to debrief as a team or as a committee and record the activities completed and the lessons learned in the PACE Sharepoint.
- h. Budget Input: Provide input to the President about the Community Support budget for the following year.

- i. **Specific Roles & Teams:** The following are descriptions of specific roles and teams in the Community Support Committee:
  - i. **PTA Representative:** The PTA Representative acts a liaison between PACE and PTA and encourages PACE members to also become PTA members. The PTA Representative attends all PTA Board Meetings and communicates pertinent PTA updates, activities and volunteer opportunities back to the Community Support Chair (who then passes that report on at the PACE Board and General meetings as needed). The PTA Representative may also be invited by the Community Support Chair to give updates in person at the PACE Board or General meetings.
  - ii. **Staff Appreciation Team:** This team is comprised of a Staff Appreciation Coordinator, and, if possible, a Staff Appreciation Co-Coordinator. This team can work with and support the PTA Staff Appreciation Committee, or can focus mostly on supporting PACE teachers. If it is decided to support the PTA Staff Appreciation efforts, clear communication with the Community Support Chair, PTA Representative, and the leader of the PTA Staff Appreciation effort is critical so as not to overlap or duplicate efforts.
    1. **PACE Teacher Appreciation:** Regardless of support given to the PTA Staff Appreciation Committee, PACE Staff Appreciation Team should provide coffee and/or small refreshments to PACE teachers on an ongoing basis in the PACE center room and for the fifth grade PACE teacher.
    2. **Staff Appreciation / Meeting Support Storage Locker:** Organize, restock, and maintain the PACE Staff Appreciation and Meeting Support storage locker located in Lockwood Elementary foyer.
    3. **Optional Duties:** The PACE Staff Appreciation Team may organize special events to support PACE Teachers (such as a “meal train” during conference week; or organizing a regular “Center Room” cleaning).
  - iii. **New Family Mentoring Team:** This team is comprised of a New Family Mentoring Coordinator, and, if possible, a New Family Mentoring Co-Coordinator. This team acts as a liaison between PACE and new families. If there is more than one coordinator on the team, it is recommended that families are assigned to one of the coordinators before the academic years begins so that they have a single point of contact for questions.
    1. **New Family Dessert Night:** The team shall plan and attend a “New Family Dessert Night” in the Fall designed to provide a networking

and socialization opportunity, to answer new family questions, and to emphasize PACE rules, requirements, policies, and deadlines.

- a. Invite Guest Representatives: It is recommended that the team invites representatives from the Enrichments Committee, the Membership Committee, and the Executive Committee to attend. Often, the Committee provides a binder with printed resources and materials to each new family.
  2. Ongoing Contact: The team should stay in contact with new families throughout their first year in the PACE program to ensure they have the support they need.
- iv. **Community Events Team**: This team is comprised of a Community Events Coordinator, and, if possible, a Community Events Co-Coordinator.
1. Build Community: The primary mission of the Community Events team is to build the PACE Community—raising morale, connecting families to each other, and letting different classes of parents/kids meet each other. As such, the committee plan and coordinates a variety of community events such as Community Service Events (such as park clean-up, letters to Assisted Living residents, etc.), or Social Events (such as a Gingerbread House Building Night, a Rock-Painting Night, an all-PACE Park Date, or a Movie Night).
    - a. No Fundraising / Low Cost: Events put on by the team should not be fundraising events and should not cost members significant amounts to attend. We do not want members to feel either burdened by the cost of attending or obliged to attend due to our financial needs.
  2. Crayola Recycling Program: An ongoing project of the Community Events Team is the Crayola Recycling Program. It's an asynchronous event (no specific gathering place or time) where families can drop off used markers for recycling. The team usually asks teachers to collect markers in the classroom and to dump them in a bin placed in the foyer.
- v. **Meeting Support Team**: The Meeting Support Team provides logistical support for all General Meetings as well as the New Family Dessert Night in terms of childcare and snacks and coffee for the adults. Typically, there are between 5-10 members on this committee (1-2 per class). The committee doesn't have a committee lead, but with the advice and support

of the Community Support Chair, this team's members will sign up to staff 1-3 meetings for childcare and 1-3 meetings for providing snacks/coffee (team members signing up for snack/coffee duty might be needed to assist in childcare after they set up the snacks/coffee).

Note that this team has a separate budget line than the Community Support Committee.

1. Childcare: The team is responsible for watching all potty-trained children age 2 and up that are dropped off by PACE parents (either in the Gym, Library, or both). Because it is a 1:10 ratio of adult:child, the team should plan to schedule at least three adults to staff the childcare. It is highly recommended that the Community Support Chair require parents to sign up for childcare in advance through a Microsoft Form so that the Meeting Support Team knows how many adults are needed.
  - a. Enlisting Help: If necessary, the Member Support Team should enlist extra adult help (who have completed the required NSD Volunteer Application forms) if the team is not able to cover the correct childcare ratio from within its team.
  - b. 5<sup>th</sup> Grade Sitters: The 5<sup>th</sup> Grade class traditionally volunteers at every meeting (sending up to a half-dozen 5<sup>th</sup> Graders to help chaperone). The 5<sup>th</sup> Graders are doing this in order to earn tips to fund the 5<sup>th</sup> Grade Camp. Turn in all collected tip money to the Treasurer. Every 5<sup>th</sup> Grader is included in the adult:child ratio as child and cannot be used to lower the number of adults present.
  - c. Childcare Bin: In the bin should be a small collection of Gym equipment, a sign-in clipboard for parents to sign-in and sign-out their children, and basic medical supplies like band aides. If the Community Support Chair does not provide an emergency contact sheet in advance, the Meeting Support staff should collect phone numbers from parents as they drop off children.
  - d. Facility Use: It is essential that we leave the gym and/or library in better condition than we found it. Do not allow food or drink in either space.
2. Coffee, Crumpets, & Chairs:
  - a. Chairs & Tables: Arrive at least a half-hour before each

meeting in order to help set up meeting chairs and tables. Stay afterward to help clean up the space and to put the chairs and tables away.

- b. Snacks & Coffee: Coordinate and provide refreshments for PACE-only General Membership meetings, including coffee/tea setup, finger snacks, and for the final meeting of the year, refreshments for the outgoing 5<sup>th</sup> Grade Class and families (typically, a special sheet cake is ordered for the occasion).
- c. Snacks/Coffee Bin & Foyer Locker: Split between the bin and the locker should be a small collection of napkins, plates, stirrer sticks, and utensils, as well as non-perishable foods. There should also be coffee machines, carafes, and coffee/tea supplies. It is the Meeting Support Team's duty to assess supplies and make purchases as needed. If restocking or using supplies from the locker in the foyer, please reach out to the Staff Appreciation Coordinator, who shares that storage space.

#### **4. Field Trips and Incursions Committee**

- a. TERM: Committee positions are 1-year terms. While it is generally preferred that members not hold the same position for more than two terms in order to give other members a chance to show their talents in that area, there is no strict rule against continuing in a committee position indefinitely.
- b. Field Trips and Incursions Committee Structure: Led by the Field Trips and Incursions Chair, the committee is comprised of a Field Trips Team (1-2 Representatives per class), and an Incursions Team (1 Representative per class). In the absence of an Incursions Representative in any class, the class Field Trips Representative(s) will assume those duties. In the absence of both a Field Trips and Incursion Representative in the class, the Field Trips and Incursions Chair can, with the advice of the Executive Committee, receive new members into their committee, or personally assume the role in that class.
- c. Meetings: In addition to General Meetings, the Field Trips and Incursions Committee members will hold additional planning meetings. Further, a representative from the Field Trips and Incursions Committee must attend and present at the "PACE Information Night" and, by request, may attend the "New Family Desert Night."
- d. Communication Stream: Generally, the team should communicate their needs and announcements through the Field Trips and Incursions Committee Chair, who will attend Board meetings as their representative. The Field Trips and Incursions

Committee Chair will submit announcements to the Communications Chair (for inclusion on the website, social media, or newsletters) and to the President (for inclusion in the Broadcast). If desired, or by the Field Trips and Incursions Committee Chair's request, the Representatives may attend any Board meeting in person to give a report.

- e. Plan & Support All Field Trips & Incursions: In coordination with the Field Trips and Incursions Committee Chair, the Field Trip and Excursion Representatives shall:
  - i. Coordinate with the Teacher: The Representatives must coordinate with the teacher in defining, scheduling, making payment, filing appropriate paperwork, managing automobile transportation (including carpool assignments), and ensuring established processes.
    - 1. Payment & Tickets: Work with the teacher to schedule and make payment for field trips and incursions.
  - ii. Follow Fair & Uniform Chaperone Selection: The Representatives must adhere to established policy to determine chaperones for each field trip so that there is a fair and uniform selection.
  - iii. Verify Chaperone Paperwork & Car Seats: The Representatives must communicate with the Field Trips & Incursions Chair to ensure that all chaperones have paperwork turned in and approved prior to chaperoning.
    - 1. Driving Considerations: For 4<sup>th</sup> and 5<sup>th</sup> Grade Field Trips where the chaperone is driving, Representatives must ensure that we have copies of current driver and vehicle insurance, and a completed "Authorization to Drive Private Vehicle" form. Representatives should track insurance expiration dates to ensure earlier submitted insurance certificates are still in force during field trips. Further, Representatives should insure that car seats are available for all children under 4'9" as required by Washington State law (which may include regular measuring-of-kids sessions during the year).
  - iv. Manage Field Trips & Incursions Budget: Manage and maintain records of deposits and expenses for the class field trips and incursions budget. Verify current balance with the Treasurer as needed.

## 5. Fundraising Committee

- a. TERM: Committee positions are 1-year terms. While it is generally preferred that members not hold the same position for more than two terms in order to give other members a chance to show their talents in that area, there is no strict rule against continuing in a committee position indefinitely.

- b. Fundraising Committee Structure: Led by the Fundraising Chair, the committee is comprised of an Event Lead for each fundraiser and a Fundraising Representative from each class. In the absence of leadership in any of the following individual fundraisers, the Fundraising Chair can, with the advice of the Executive Committee, promote team members from within the committee, receive a new member into their committee, or personally assume the leadership role.
- c. Meetings: In addition to General Meetings, the Fundraising Committee may hold additional planning meetings in preparation for their events and activities. Further, by request, a representative from the Fundraising Committee may attend and present at the “PACE Information Night” and/or the “New Family Dessert Night.”
- d. Communication Stream: Generally, the team should communicate their needs and announcements through the Fundraising Chair, who will attend Board meetings as their representative. The Fundraising Chair will submit announcements to the Communications Chair (for inclusion on the website, social media, or newsletters) and to the President (for inclusion in the Broadcast). If desired, or by the Fundraising Chair’s request, the leaders or members of any team may attend any Board meeting in person to give a report.
- e. Enlist Volunteers: It is the responsibility of the committee to enlist parent volunteers to assist in any activity or endeavor planned by the committee.
- f. Manage Fundraising Budget: Manage the budget and maintain records of deposits and expenses. Verify available budget with the Treasurer.
- g. Debrief & Record: On a regular basis, it is best practice to debrief as a committee and record the activities completed and the lessons learned in the PACE Sharepoint.
- h. Budget Input: Provide input to the President about the Fundraising budget for the following year.
- i. Specific Roles & Teams: While specific fundraisers may change for year to year, the following are descriptions of specific roles and teams in the Fundraising Committee that have occurred in the past:

- i. Fall Fundraising Teams**

- 1. Coordinate Fundraiser: Coordinate event. Accurately manage inventory and track individual family orders. In the past, we have had a team responsible for a Chinook Coupon Book Sale as well as a team responsible for a Charleston Wrap Catalogue Sales event.
    - 2. Report General Earnings: Submit a report to the Fundraising Chair

and the President detailing the expenses and income.

3. Report Individual Credits: Report individual member credits against their \$200 fundraising obligation numbers directly to the President, who will enter their credit directly into Jovial.

**ii. All Year Scrip Sales Lead(s)**

1. Coordinate Fundraiser: Coordinate the fundraising sale of gift cards (bought in bulk for a profit from discount). Traditionally this fundraiser is ongoing throughout the year. Accurately manage inventory and track individual family orders.
  - a. Order Submissions & Distributions: Collect individual orders, submit order to website, manage inventory, and distribute orders to families.
2. Report General Earnings: Submit a report to the Fundraising Chair and the President detailing the expenses and income.
3. Report Individual Credits: Report individual member credits against their \$200 fundraising obligation numbers directly to the President, who will enter their credit directly into Jovial.

**iii. Spring Fundraiser Lead(s)**

1. Coordinate Fundraiser: Coordinate spring group fundraiser. Traditionally, an in-person or online auction is held.
2. Report General Earnings: Submit a report to the Fundraising Chair and the President detailing the expenses and income.

**iv. Fundraising Representatives**: Each class has one Fundraising Representative. The Representative's job is twofold: to *advertise* fundraising events, and to personally *staff* the planning, production, and/or execution of those events.

1. Advertising Fundraising Events: Communicate Fundraising activities and events to class, send reminders, encourage parents to participate (as staff on the event, as a salesman, or as a customer)
2. Staffing Fundraising Events: Support the Fundraising Team Lead(s) for their various fundraising activities as needed.

**6. Membership Committee**

- a. TERM: While most committee positions are 1-year terms, the Enrollment Coordinator is a two-year term (staggered with the Membership Chair). The Parent Participation Coordinator is also a two-year position. For all other positions, it is generally preferred that members not hold the same position for more than two terms in order to give other members a chance to show their talents in that area. However, there is no strict rule against continuing in a committee position indefinitely.
- b. Membership Committee Structure: Led by the Membership Chair, the committee is comprised of an Enrollment Coordinator and an Assistant Enrollment Coordinator; an Enrollment Tours Team (led by the Tour Coordinator and staffed by 1-4 Tour Guides); and the Parent Participation Coordinator. In the absence of leadership in any of the following roles, the Membership Chair can, with the advice of the Executive Committee, promote team members from within the committee, receive a new member into their committee, or personally assume the leadership role.
- c. Meetings: In addition to General Meetings, the Membership Committee may hold additional planning or training meetings in preparation for registration events. Further, a representative from the Membership Committee must attend and present at the “PACE Information Night” and the “New Family Dessert Night.”
- d. Communication Stream: Generally, the team should communicate their needs and announcements through the Membership Chair or Enrollment Coordinator, who will both attend Board meetings as their representatives. The Membership Chair will submit announcements to the Communications Chair (for inclusion on the website, social media, or newsletters) and to the President (for inclusion in the Broadcast). If desired, or by the Membership Chair’s or Enrollment Coordinator’s request, the committee members may attend any Board meeting in person to give a report.
- e. Manage Membership Budget: Manage the budget and maintain records of deposits and expenses. Verify available budget with the Treasurer.
- f. Debrief & Record: On a regular basis, it is best practice to debrief as a committee and record the activities completed and the lessons learned in the PACE Sharepoint.
- g. Budget Input: Provide input to the President about the Membership budget for the following year.
- h. Specific Roles & Teams: The following are descriptions of specific roles and teams in the Membership Committee:
  - i. Enrollment Coordinator: *(see description in the Board Job Descriptions)*

ii. **Assistant Enrollment Coordinator**

1. Assist the Enrollment Coordinator as required. Specific duties may include:

- a. Summer Packets: Responsible for printing, editing, assembling, distributing, and collecting registration packets.
- b. Waitlist Application Form: Responsible for editing, copying, and assembling of PACE Lottery and Waitlist application forms if printed; and responsible for electronic version of application forms, if applicable.
- c. “PACE Information Night” Enrollment Guide: In coordination with the Membership Chair, responsible for editing, updating, and copying the Enrollment Guide to be used at the PACE Information Night.
- d. Volunteer Applications Spreadsheet: Responsible for accessing and distributing (to interested PACE parties) the Volunteer Applications Spreadsheet provided by the Lockwood Office Staff. “Interested parties” include Class Coordinators, Field Trip and Incursion Chair.
  - i. Communicates with Lockwood Office: Works with Lockwood Elementary Office staff to verify that parents have access to the current volunteer application forms.

iii. **Enrollment Tours Team**: Led by the Enrollment Tours Coordinator and staffed by 1-4 Enrollment Tour Guides, the Enrollment Tours Team conduct classroom tours. In the discretion of the Membership Chair, these tours may take place remotely.

1. **Enrollment Tours Coordinator**

- a. Scheduling Tours: The Enrollment Tours Coordinator shall communicate with prospective families, Lockwood Office, and PACE teachers to organize, schedule tours.
- b. Training Tour Guides: The Enrollment Tours Coordinator shall meet with the Tour Guides to train for the position.
  - i. Updating Tour Script: The Enrollment Tours Coordinator shall regularly update and perfect the

## Tour Script.

- c. Preparing Remote Tours Material: The Enrollment Tours Coordinator shall regularly update remote tour material (such as Google Slides, or videos from Principal or Teachers).
- d. Substitute Tour Guide: The Enrollment Tours Coordinator shall act as an emergency tour guide in the case where a tour is scheduled and no tour guide is available at the time of the tour.

## 2. Enrollment Tours Guide(s)

- a. Lead Tours: The Tour Guides shall lead tours for prospective families at scheduled and approved times, using a predetermined script as provided by the Enrollment Tours Coordinator.

## iv. **Parent Participation Coordinator**

1. Track Volunteer Hours: The Parent Participation Coordinator shall collect data regarding member's volunteer hours by advertising and publishing a regular survey form three times each academic year (trimesters ending on Dec 1, Mar 1, and Jun 1).
2. Coach Members Needing Hours: For any member who is not "on track" to completing hours, the Parent Participation Coordinator should reach out to them directly with advice about how to complete those hours.
3. Create a "Good Standing" Report: Create and submit a "Good Standing" Report to the Membership Chair after each Hours Reporting period that charts how PACE members are doing in fulfilling their Hours Obligation.
4. Annual Hours Report: Create an Annual Hours Report to be presented to the incoming Board at their first Board meeting over the summer. If possible, the report should attempt to track trends over the prior five years.

## 7. **Treasury Committee**

- a. TERM: Most committee positions are 1-year terms. It is generally preferred that members not hold the same position for more than two terms in order to give other members a chance to show their talents in that area. However, there is no

strict rule against continuing in a committee position indefinitely.

- b. Treasury Committee Structure: Led by the Treasurer, the committee is comprised of a Special Treasurer (often in charge of the Scrip Fundraising) and the Auditor/Bank Statement Reviewer (which can be split into two rolls). In the absence of a Special Treasurer, the Treasurer can personally assume that roll. However, by virtue of the position being a check on the Treasurer, the Auditor / Bank Statement roll must be filled by a different member.
- c. Specific Roles: The following are descriptions of specific roles in the Treasury Committee:

- i. **Special Treasurer (Scrip Treasurer)**

- 1. Communication with the All Year Scrip Sales Lead(s): The Special treasurer works closely with the All Year Scrip Sales Lead(s), and exclusively manages the deposits and disbursements of funds.
    - 2. Fiscal Responsibility: The Scrip Sales Fundraiser has a separate bank account where the Special Treasurer is an authorized signee. The Special Treasurer shall receive all funds of the Scrip fundraising program into that account and shall distribute funds only in accordance with established procedures.
    - 3. Create Regular Financial Reports: Present a financial statement to the Treasurer before every Board meeting, and again before the mid-summer “Budget Committee” meeting.
    - 4. Provide Records to Auditor / Bank Statement Review: Upon request, the Special Treasurer must provide financial records to the Auditor /Bank Statement Reviewer.

- ii. **Auditor / Bank Statement Reviewer**

- 1. Review Bank Statements: The Bank Statement Reviewer shall review bank statements from both the Treasurer and the Special Treasurer on a monthly basis.
      - a. Report to the President: Before each Board meeting, the Auditor shall submit a report to the President on this review of bank statements.
    - 2. End-of-Fiscal-Year Audit: Between the ending of the fiscal year (August 31) and before November, the incoming Auditor / Bank Statement Reviewer must conduct a financial audit of all PACE accounts as is required by our 501(c) 3 status and our insurance requirements. An audit may be performed at other times when deemed necessary by the Executive Committee.