

To: All Castlebay Families

It is time to elect our PATH Board for the 2016-17 school year. You may nominate yourself for any position. You must have a child at Castlebay for the 2016-17 school year to hold an office on the PATH Board. The following Board positions are available for nominations.

1) President – shall preside at all meetings of the organization and all Executive Board meetings. He/She shall sign checks and be an ex-officio member of all standing committees with the exception of the Election Committee. He/She will work with the school to observe district and general school policies. He/She must have served on the Executive Board in at least one previous position. He/She will be responsible for the approval of a monthly newsletter. The President has the responsibility to approve the calendar including all fundraising activities deferring final approval to the Principal. Must be a current Board member.

2) First Vice-President Corporate Sponsorship - will oversee the corporate sponsorship Program; shall act for and in the absence of the President, or in the case of a vacancy in the office of the President, he/she shall assume the duties of the President temporarily. The elected officers shall recruit and elect from among themselves a President or Co-Presidents.

3) Second Vice-President - shall be the Chair of Fundraising Sales.

4) Third Vice-President - shall serve as the Coordinator of all special events for fundraising or to promote school spirit.

5) Vice-President Just Think – shall be responsible for managing the Just Think campaign.

6) Secretary - At each meeting the Secretary shall provide the minutes from the previous meeting and as well as record the Executive Board and General Meetings. He/she shall sign checks, be custodian of all organizational records with the exception of financial records, conduct correspondence of the organization, assure the school sign is updated and keep roll of voting members - checking that roll when necessary. They shall bring to general PATH meetings progress reports/minutes from the local School Site Council and Leadership Council. Oversees yearly PATH elections.

7) Parliamentarian - shall bring to this organization specific information in the field of Parliamentary procedures to ensure proper meeting management. He/She shall be the authority on the Constitution and By-Laws adopted by the organization. He/She shall advise the President in matters pertaining to operational procedures, meetings, and elections.

8) Treasurer - shall receive all organization funds and deposit them in the name of the organization in a bank(s) approved by the Executive Board. He/She shall keep accurate records, payout sums on the instruction of the Executive Board and shall present a Statement of Account, Revenue and Expense Statement with comparison to the budget at every general membership meeting and when requested by the Executive Board. He/She shall prepare Year End Financial Statements consisting of Statement of Account, Revenue and Expense Statement submitted for

approval by the September Executive Board/General Meeting. He/She shall prepare annual tax returns with an accountant approved by the Executive Board.

9) After School Enrichment Coordinator - shall assist the school Curriculum Committee (part of the school governance board) with special programs and assemblies as well as coordinate the after school enrichment program.

10) Room Parent Coordinator - shall work closely with the room parents and grade level coordinators for their grade level and report any concerns/problems to the Executive Board. He/She will serve as the first line of the networking system (email and phone trees) for parents, after approval from Principal.

11) 5TH Grade Coordinator – shall work with the 5th grade faculty, Principal and 5th grade committees to raise funds for various 5th grade expenses and to oversee the calendar of all 5th grade events.

12) Safety Coordinator – shall oversee the traffic safety and emergency preparedness. He/She shall serve on the school Safety Committee comprised of the Principal and faculty/classroom representatives.

13) Hospitality Coordinator – shall oversee the restaurant nights, teacher appreciation luncheon and parent orientation/volunteer tea. He/She shall be responsible for refreshments for other meetings as deemed necessary by the President(s). She/She may also help coordinate food vendors for Family Fun Day and Open House.

14) Digital Communications Coordinator – shall manage PATH’s website, mass email communications and any supporting digital communications, after approval from the Principal

Board meetings are held monthly and Board members are required to attend. If you become elected to one of the Board positions, it becomes your responsibility to oversee the committees under your position and delegate responsibility to committee chairs when necessary

If you are interested in serving on the PATH Board, please fill out the form below and return it to the office by 3:00 p.m. Monday, April 18, 2016, attention PATH. Elections will be held on a date yet to be determined.

If you have any questions, please e-mail Jackie Cullen at Jackie@cullenlegal.com

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Name: _____

Phone: _____ E-mail: _____

Yes, I am interested in the following Board position(s):
