

The President shall:

- Preside at all meetings of the organization and Executive Board.
- Be a member ex officio of all committees except the nominating committee.
- Appoint chairpersons of all standing committees.
- Conduct a phone, text, or email vote for emergency business between Executive Board meetings. Four Executive Board members from different board positions shall constitute a phone/text/email quorum. In the event of a tie vote, all executive board members must cast a vote.
- By the Annual End of Year Meeting, collect reports, records, and other materials pertaining to retiring officers and committee chairpersons and give them to the President-elect for distribution.
- Designate a Clovis West Scholarship committee to determine which applicants are awarded the FWPA CW scholarship.
- Shall *oversee* the planning and execution of all non-profit events to include but not limited to: Back to School Night, Coffee on the Green, 100th day of school celebration, Teacher Appreciation including but not limited to Teacher Appreciation Week and throughout the year, Slurp & Sign, Pastries with Parents, Goodies with Grands(parents), Welcome Wagon, Community Outreach, and SART Liaison with the appropriate Chairperson(s).

The Vice President shall:

- Act as an aide to the President.
- In the absence of the President, shall perform the duties of the President.
- Shall *oversee* the planning and execution of all for profit events, to include but not limited to: Membership Drive, Toys for Tots, Trunk or Treat, Carnival, Holiday Grams, Cinnamon Rolls, Cookie Dough, Snack Bar, Dancing with Daughters, & Skating with Sons with the Fundraising Chairperson(s).
- Prepare back to school packets for distribution to all Fort Washington families.

The Recording Secretary shall:

- Keep accurate records of the proceedings of all meetings of the general membership and the Executive Board.
- Notify all Board members of all meetings at least five days prior to the meeting date.
- Be prepared to refer to the minutes of previous meetings.
- Coordinate with school personnel to publish FWPA meeting dates in the weekly FW Town Crier, and set up dates and locations on the school calendar for general and executive board meetings.
- Provide information regarding FWPA meetings, events, and other necessary information to website coordinator.
- Shall *oversee* the planning and coordination of the Room Parent responsibilities with the Chairperson(s).

The Treasurer shall:

- Receive all monies for the organization and shall deposit them in the name of the organization into a bank approved by the Executive Board.
- Keep permanent and accurate records of receipts and disbursements of the organization. All receipts must be signed by both the procurer and responsible committee chairperson.
- Present a statement of account at all Executive Board meetings, and at other times when requested by the Executive Board.
- Be responsible for filling out and forwarding all necessary report forms required for insurance, the Internal Revenue Service, and the State Franchise Tax Board.

- Ensure all checks and bank documents have dual signatures one by the President the other by the Treasurer. If both President and Treasurer are in the same family/household the other signature must be from another appointed Executive Board Member.
- Submit a proposed budget at the August Executive Board meeting.
- Work with CUSD to reconcile all District invoices.
- Coordinate with Fort Washington Elementary's sports department to determine the current year's budget; and place those orders accordingly.
- Be responsible for misc. donation deposits to include but not limited to: Box Tops for Education, Amazon Smile, and Ready Set Fund.

The Historian shall:

- Document all FWPA events by photograph or other means
- Record best practice & opportunities after all FWPA events
- Manage and update the FWPA website and social media accounts.
- Shall *oversee* the planning and execution of all Boutiques including but not limited to the Winter and Mother's Day Boutiques in partnership with the Chairperson(s).

The Parliamentary Chairperson(s) shall:

- Attend all meetings of the organization and the Executive Board.
- Give necessary advice in parliamentary procedure when requested.
- Review and propose revisions, as necessary, of these bylaws at least every three years, with the assistance of a committee.
- In the spring, begin the nomination slate in coordination with the nominating committee for the next school year.
- Prepare information packets for new officers and standing committee chairs to distribute at the Annual End of Year Meeting. FWPA by-laws, proposed budget, and other material/information pertaining to FWPA for upcoming school year.

The Hospitality Chairperson(s) shall:

- Arrange refreshments for the monthly general membership meetings.
- Coordinate and facilitate the following FWPA events including but not limited to: Open House, Back to School Night, Coffee on the Green (Tears and Cheers), 100th Day of School Celebration, Teacher Appreciation throughout the year, Slurp & Sign, Pastries with Parents, Goodies with Grand(parents).
- Organize the date, location, and invitations for the Annual End of Year Meeting. The FW staff and FWPA members are recognized for their contributions to the FWPA.
- Account for all spending within the approved budget.

The Snack Bar Chairperson(s) shall:

- Complete the state required training pertaining to food handling.
- See to the ordering, stocking, inventory maintenance, and all other necessary operations of the snack bar.
- Organize volunteer staffing during the hours of operation including but not limited to: after school, and during sports events.
- Prepare financial reporting including all receipts for all items sold in the snack bar; to be stored in the "Snack Bar Binder"

- Prepare the deposit with the Snack Bar volunteer. Deposit slip and deposit bag must have both signatures. Deposits to be completed after the Snack Bar closes and turn into front office staff or any Executive Board Member.
- Account for all spending within the approved budget.

The Volunteer Chairperson(s) shall:

- Establish, compile and maintain a current list of those parents willing to help in various capacities throughout the year.
- Distribute the list of volunteers to the various committee chairpersons by the second week of the new school year.
- Assist committee chairpersons with telephone, email, or text reminders and recruitment of volunteers.
- Account for all spending within the approved budget.

The Art Docent Chairperson(s) shall:

- Conduct and organize a quarterly art project for all grade levels.
- Be available to facilitate the art project when needed.
- Be responsible for restocking supplies and project binders.
- Coordinate art prints in portfolios as well as display student art in the Multipurpose Room.
- Account for all spending within the approved budget.

The Carnival Chairperson(s) shall:

- Oversee the various committees and organize the execution of the fall carnival.
- Schedule regular carnival meetings and provide the binders with guidelines for each committee.
- Conduct a post evaluation meeting and collect binders which will include recommendations and a final report from each committee. A comprehensive report will be kept on file at the school site.
- Account for all spending within the approved budget.

The Silent Auction Chairperson(s) shall:

- Plan and execute the necessary duties to facilitate a profitable Silent Auction including but not limited to: sponsorship, community donations, teacher auction items, and room baskets.
- Execute the actual event including set up, tagging items, bid sheets, processing payment, tear down, and coordinating pick up of items.
- Account for all spending within the approved budget.

The Holiday Gram Chairperson(s) shall:

- Plan and execute the necessary duties to facilitate a profitable fundraiser including but not limited to: Boo Grams, Summer Grams, and Valentines Grams.
- Please refer to the Holiday Gram binder for further details and checklists.
- Account for all spending within the approved budget.

The Holiday Boutique Chairperson(s) shall:

- Plan and execute the necessary duties to facilitate a profitable fundraiser included but not limited to: Holiday Boutique (December) and Mother's Day Boutique.
- Please refer to the Holiday Boutique binder for further details and checklists.
- Account for all spending within the approved budget.

The Trunk or Treat Chairperson(s) shall:

- Plan and execute the necessary duties to facilitate a profitable event.
- Please refer to the Trunk or Treat binder for further details and checklists.
- Account for all spending within the approved budget.

The Fundraising Chairperson(s) shall:

- Evaluate possible fundraising projects and select suitable events with the guidance and approval of the FWPA Board. These will include but not limited to: Restaurant Night, Membership Drive, Toys for Tots, Dancing with Daughters, Skating with Sons, Trunk or Treat, Cinnamon Rolls, and Cookie Dough.
- Coordinate with the fundraiser vendor representative to prepare promotional materials and establish dates for assemblies and incentives.
- Oversee the volunteers and is responsible for the distribution of the item(s) sold, collection of money and accounting reports.
- Account for all spending within the approved budget.

The Spirit Sales Chairperson(s) shall:

- With the approval and guidance of the FWPA Executive Board, select and order school spirit items for sale (e.g. t-shirts, sweatshirts, shorts, caps and accessories).
- Advertise via the weekly FW Town Crier and FWPA website.
- Organize volunteers for in person sale days to include but not limited to: Back to School Night, Carnival, Coffee on the Green, Trunk or Treat, Snack Bar, and game days.
- Manage and stock on hand inventory to be sold yearlong via the school office staff.
- Account for all spending within the approved budget.

The Library Media Center Chairperson(s) shall:

- Coordinate and staff volunteers at the start of the school year to work in the library throughout the school year.
- Be responsible for working with the librarian on the annual library fundraiser, which has traditionally been the "Book Fair."
- Stock and collect funds raised from library sales including but not limited to: pencils, erasers, notebooks and sharpeners.
- Account for all spending within the approved budget.

The Career Day Chairperson(s) shall:

- Organize and coordinate with FWPA and FW staff the date and composition of the event which occurs every other school year. This historically takes place in April on even years.
- Account for all spending within the approved budget for the committee.