

Leadership Team Description

- Leaders elected to serve from July 1 through June 30 of the subsequent year.
- Leaders may serve in same position for a full two years, provided they are voted in each year. A minimum of two years must be served in another capacity before running for previous office again.
- All members of the Leadership Team must be members of FSO, prior to being elected or appointed
- Members of the Leadership Team shall attend all Leadership Team meetings, unless a valid reason is presented for not being able to attend.
- Officers of the Leadership Team may be terminated from their position for failure to attend two consecutive meetings or a total of four meetings per year, failure to perform duties, failure to follow the established by-laws, or through dishonest dealings.

Here the positions that you can run for:

President – Runs Leadership Team & General Membership meetings, prepares and posts agendas, signs checks, represents the Leadership Team at OCEAA Board Meetings, ensures LT members are performing their duties and responsibilities as assigned, and delegates work as deemed necessary.

Vice President – Supports the President, acts in President’s place when the president is unable to attend, signs checks. Also serves as parliamentarian/timekeeper, ensuring the meeting topics stay on agenda items, Maintains Roberts Rules of Order and bylaws for all events and meeting of Leadership Team and General Membership meetings.

Treasurer – Writes and signs checks, balances statements, provides written report at each Leadership Team and General Membership meetings, Develops budget for adoption by Leadership Team and the General membership.

Secretary – Keeps minutes of Leadership Team and General Membership meetings, records all financial approvals in minutes, provides written minutes for all Leadership Team and General Membership meetings, writes letters for the Leadership Team, and maintains the Leadership Team roster.

Membership Coordinator – Plans and executes membership drive near the beginning of each school year, maintains a membership list, brings current membership list to each General Membership meeting to confirm membership in the event a vote is necessary.

Fundraising Coordinator – Coordinates most of the school fundraisers, and also serves as a guide or support for other volunteer fundraising event coordinators. Ensure overlap and competing events do not occur, presents fundraising ideas to the Leadership Team prior to implementing them.

Volunteer Coordinator – Coordinates school-wide volunteers. Maintains volunteer interests forms and maintains this information in a database, such as Powerschool. Contacts volunteers to offer volunteer opportunities.

Auditor – Prepares audit of all financial records of FSO in December or January, and in June of each year. Provides a written report of the audit to FSO General Membership.

Grade Level (K through 8) Parents- Coordinate the activities of maintaining, organizing, and disseminating information to parent volunteers in their respective grade level. Ensures cooperative work between the school and parents. Appointed by the President and confirmed by the Leadership Team.