

[Extract from the PALS Operating Guidelines Jan. 11, 2009]

Article 3. Officers

Section 1. Six officers are elected each year to lead PALS: President, Vice President, Secretary, and Treasurer. A representative from the St. Paul's Academy Upper School and Little Epistles preschool will be selected each year.

Comment:

Section 2. Terms

Terms of office are one school year beginning July 1st.

Section 3. Elections

Nominations for officers will be solicited the last two weeks of April. Elections for new officers will occur in the first week of May. Parents nominate new officers as well as a K-5 room parent coordinator. Nominees should have children registered for the term for which they are being nominated. The PALS Vice-President will administer the nominating and voting process. Each parent or guardian of St. Paul's will be allowed to cast a sealed ballot vote. The Treasurer and Secretary will independently count the ballots. New officers will be announced in the meeting minutes. In the event of a tie, a run-off election will be held.

If any PALS officer is unable to serve out his/her term, nominations for the position will be solicited and an election held.

Section 4. Duties

Each fundraiser or sponsored event needs a PALS officer to liaison with the chairperson, if that chairperson is not already a PALS officer. At the beginning of the school year, the officers need to schedule the fundraising events and ensure that each event has a PALS officer liaison. The liaison will:

- Ensure that there is an event chairperson
- Inform the chairperson of what the event schedule is which the PALS board has defined
- Confirm that the chairperson knows what to do including when, where, and how to publicize the event
- Oversee the progress of the preparation for the event
- Provide a list of confirmed or potential volunteers
- Preferably attend the event
- Report to the PALS board and PALS FC status of the event planning and outcome

a. President

- Must attend and lead all meetings
- Create agendas for Finance Committee and PALS meetings.

- Must inform School secretary and website manager of PALS calendar and any updates or changes to the calendar
- Call for a vote on allocation of funds at Finance Committee meetings
- Will communicate FC approved purchases for school to school secretary & bookkeeper and to Treasurer (Treasurer can also do job & notify President)
- Create and maintain officer handbooks
- The President of PALS will communicate with the parent representative on the SPA School Board in order to create the PALS meeting agenda

b. Vice President

- Must attend all meetings.
- Will act as President in the absence of the President.
- Collect notes from events from the event chairperson or PALS officer liaison
- Provide event notes to event chair or PALS officer liaison
- Maintain files with PALS information for event chairpersons and PALS officers
- Will chair at least one fundraising event.
- Will administer the nominating and voting process for new officers and Finance Committee members in April and May.
- Solicit and collect nominations for the finance committee in April

c. Secretary

- Must attend all Finance Committee and PALS meetings.
- Will take meeting minutes and distribute to the Finance Committee within one week after meetings.
- Will assist all officers with written communication to parents.
- Will lead the effort to create the school directory.
- Create notes from PALS meetings and submit to the webmaster to be put online within two days of the meeting
- Write any thank you notes associated with the PALS organization
- Make amendments to operating guidelines
- Count ballots in new officer elections

d. Treasurer

- Must attend all meetings.
- Will maintain all financial records associated with PALS fundraising and projects using Quickbooks unless officers decide differently.
- Will provide a PALS financial status report at all meetings, and at the request of any parent.
- Accounting records must be kept in accordance with school financial records as defined by the School Board.
- Count ballots in new officer elections
- Will communicate FC approved purchases for school to school secretary & bookkeeper and to President (President can also do job & notify Treasurer)

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e. Little Epistles Representative

- Introduce yourself to teachers, the school secretary, and director.
- Coordinate and solicit room parents at the beginning of the year
- attend all meetings.
- Represent the interests of LEPS at Finance Committee meetings and make sure the preschool is represented at fundraisers if appropriate
- Will act as liaison between St. Paul's Academy and Little Epistles Preschool.
- Provide communication to parents of PALS events through email, flyers, or room parents
- Chair or find an event chair for any LEPS fundraisers
- Provide updates as agenda items at PALS meetings

f. St. Paul's Academy Upper School Representative

- Introduce yourself to teachers, the school secretary, and director if necessary.
- Coordinate and solicit room parents at the beginning of the year
- attend all meetings.
- Represent the interests of the upper school at Finance Committee meetings and make sure the upper school is represented at fundraisers if appropriate
- Will act as liaison between St. Paul's Academy K-5 and St. Paul's Academy 6-12.
- Provide communication to parents of PALS events through email, flyers, or room parents
- Chair or find an event chair for any upper school fundraisers
- Provide updates as agenda items at PALS meetings