



## Dublin High School Parent Faculty Student Organization Nomination Form 2022-2023 School Year

You are invited to join the Dublin High School Parent Faculty Student Organization (PFSO) Team for the 2022-2023 school year.

The DHS PFSO was established to continue the tradition of Parent Faculty Clubs in encouraging parent-faculty-student communication, participation, and support of school and co-curricular activities. **Come join us and make a difference at Dublin High!**

Contact Information Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_@\_\_\_\_\_

Your Student's Name: \_\_\_\_\_ Grade (2022-23): \_\_\_\_\_

### **I am interested in the following position(s):**

Please check all positions that interest you. If you want to job-share a position with specific individual(s), please list them in the job-share position.

- ☐ President
- ☐ Vice-President
- ☐ Secretary
- ☐ Treasurer
- ☐ Parent Class Representatives
- ☐ Senior Class Treasurer
- ☐ Communications Officer
- ☐ Club Coaches
- ☐ Committee Chairs

I want to job-share the above position with: \_\_\_\_\_

### **Please initial here:**

- ☐ I have read and agree to the attendance expectations for my position.
  - ☐ I have read and understood the attached description of duties and I am able to perform them.
- Please provide a brief statement about why you wish to volunteer your leadership skills in PFSO & also provide information about prior workplace or volunteering experience applicable to the position you are interested in.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Duties of PFSO Team**

The following is a detailed description of all the PFSO positions, if you would like to learn more about the DHS PFSO, please visit our <http://www.dhspfso.com/>:

### **President.** The President shall:

- A. preside at all meetings
- B. arrange for audit
- C. recommend and advise all standing and temporary committees
- D. be an ex-officio member of all committees
- E. be one of the authorized signatures to countersign checks drawn by the Treasurer
- F. be liaison with administration
- G. coordinate the work of the officers and the committees in order that the purposes of the PFSO are promoted
- H. be familiar with the organization's by-laws
- I. enforce Roberts Rules of Order at all meetings
- J. make a notification and explanation of the organization to the incoming 9<sup>th</sup> grade parents.

### **Vice President.** The Vice President shall:

- A. preside in the absence of the President
- B. be liaison with administration
- C. be one of the authorized signatures to countersign checks drawn by the Treasurer
- D. assist the President with any duties
- E. coordinate and support all PFSO fundraising activities

### **Secretary.** The Secretary shall:

- A. keep an accurate record of attendance and proceedings of each meeting
- B. be prepared to read on call the record of any business that may have been transacted at any previous meeting for the current year and one (1) year prior
- C. give a copy of the prior meeting's minutes to the President
- D. notify those interested of special agenda matters
- E. may be one of the authorized signatures to countersign checks drawn by the Treasurer, if needed
- F. handle necessary correspondence
- G. make appropriate numbers of copies of prior meeting's minutes for each meeting

### **Treasurer(s).** The Treasurer shall:

- A. collect, receive, and disburse money when authorized by PFSO
- B. keep an accurate record of receipts and disbursements
- C. render regular reports at regular meetings of the Board, or as otherwise determined by the Board
- D. pay out all money with a check that has been countersigned by President, Vice President, or Secretary. Relatives may not countersign checks
- E. prepare an end of the year statement
- F. handle any State or Federal tax returns. This may entail an outside tax service
- G. maintain and follow-through company matching database

**Parent Class Representatives.** The four Parent Class Representatives shall:

- A. be the liaison between students and the PFSO
- B. coordinate volunteers for student activities
- C. work in conjunction with class faculty advisor
- D. supervise student activities and fundraisers

**Senior Class Treasurer.** The Senior Class Treasurer shall:

- A. collect, receive and disburse money when needed to fund Senior sponsored activities
- B. keep an accurate record of receipts and disbursements and maintain Senior class bank account
- C. render regular reports as requested by PFSO Treasurer
- D. maintain Senior class bank account
- E. prepare an end of the year statement and return records to PFSO Treasurer

**Communications Officer.** The Communication Officer shall:

- i. ensure all communications are consistent and in accordance with the PFSO communication guidelines and policies
- ii. Facebook
- iii. Web site
- iv. E-Newsletter - Gael Gazette
- v. Other social media as determined appropriate by the Executive Board

**Club Coach.** The Club Coach shall:

- A. Be fully cleared through the DUSD Volunteer Program
- B. Responsible for overseeing all club activities
- C. Provide progress and update to the Board
- D. Work closely with PFSO Treasures regarding any fundraising activities
- E. Must abide by all School and PFSO guidelines and policies.

**Committee Chairs.** The Board may adopt and appoint standing committees from time to time. Some of our current committees are Audit Committee, Fireworks Booth Committee, Raise Your Class Gaela Committee, Staff Appreciation Luncheon Committee and Scholarship Committee. The Committee Chairs shall:

- A. Appoint members of the committees
- B. Responsible for overseeing all committee activities
- C. Provide progress and update to the Board
- D. Work closely with PFSO Treasurers regarding any fundraising activities