



Dublin High School Parent Faculty Student Organization Nomination Form 2021-2022 School Year

You are invited to join the Dublin High School Parent Faculty Student Organization (PFSO) Board Position for the 2021-2022 school year.

DHS PFSO was established to continue the tradition of Parent Faculty Clubs in encouraging parent-student communication, participation, and support of 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: _____

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

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.

Signature: _____ Date: _____



Duties of Officers

The following is a detailed description of all the board 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 (*available on our website*)
- (I) enforce Roberts Rules of Order at all meetings
- (J) make a notification and explanation of the organization to the incoming 9th grade parents.

Vice President -The Vice President shall:

- (A) the duties of the President and may be called Co-president
- (B) preside in the absence of the President
- (C) be liaison with administration
- (D) be one of the authorized signatures to countersign checks drawn by the Treasurer
- (E) assist the President with any duties.



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

Co-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 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(s) -The Communication Officer shall:

- (A) ensure all PFSO communications are consistent, follow our communication policy/procedures and bylaws.
 - E-Newsletter - Gael Gazette
 - Web site - www.dhspfso.com
 - Facebook
 - Other social media as determined appropriate by the Executive Board