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PFI Officer & Coordinator Descriptions

The PFI Board is comprised of elected officers and program coordinators. It meets once per month to conduct PFI business. All members may attend. Parents/Guardians of Socrates Academy scholars and all teaching staff are granted membership to PFI.

Elected PFI Officers

President or Co-President —

Serve as leader and key contact for the PFI; Preside at all PFI meetings; Coordinate the work of the officers and teams so that the PFI's objectives can be met. Co-Presidents may be appointed. (Effort: year-round, on-going)

Vice President: Student & Family Engagement —

Assist with recruitment of volunteers for school-sponsored functions; Coordinate Spirit Nights; Oversee Homeroom Parent Program; Partner with administration and staff to communicate with families (Effort: year-round, time varies depending upon roles)

Secretary —

Keep minutes at monthly PFI meetings; Communicate with members through flyers, eblasts and/or social media. (Effort: 4-5 hours per month, average)

Treasurer —

Be responsible for and have custody of all funds; Make disbursements as properly authorized; Assure that PFI policies and best practices are followed with regards to funds; Prepare financial reports for each meeting and as needed; Prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

Co-Historian —

Serve as key contacts for school pictures (Yearbook Portraits, Class Pictures, Spring Outdoor Pictures), Collaborate with administration, teachers, and company representatives to organize each school picture events. (Effort: 3-4 hours per month, average)

PFI Teams & Coordinators

Every PFI-sponsored activity needs a COORDINATOR to lead the program. Which activities & programs PFI sponsors each school year depends on the available budget and volunteers.

Each program must have a volunteer coordinator take lead in organizing and overseeing the activity. Coordinators are appointed by the PFI Officers. If you would like to nominate yourself or someone else as a Program Coordinator, please do so on the form on the front, or email socratespfi@gmail.com.

If you are uncertain about the responsibility and commitment of coordinating an activity, remember, these are TEAMS – there should be volunteers to help!

Proposed 2020-2021 PFI Activities

STAFF APPRECIATION TEAM

- Back to School Luncheon
- Teacher Lounge Snacks
- Thanksgiving Pie Swap
- Hot Chocolate Bar
- Soup-er Bowl Luncheon
- Frappé & Smoothie Bar
- Teacher Appreciation Week
- Staff Birthday Cards

STUDENT & FAMILY ENGAGEMENT

- Back to School Mixers
- School Store
- Event Concessions
- Homeroom Parents
- Spirit Nights
- Kindergarten Parent Event
- Field Day Popsicles

FUNDRAISING TEAM

- Campus Collections (Box Tops, Coke Rewards)
- Store Programs (Harris Teeter, Publix, AmazonSmile, Shutterfly, Shoparoo)
- Matthews Alive Festival
- EduKit School Supplies
- Spirit Wear

COMMUNICATIONS TEAM

- Social Media

CAMPUS BEAUTIFICATION TEAM

- Outdoor Beautification
- Indoor Seasonal Decor

BOOK FAIR TEAM

- Fall Book Fair
- Spring Book Fair

SCHOOL PICTURES TEAM

- Yearbook Portraits
- Class Pictures
- Outdoor Spring Pictures