

## PARENT INVOLVEMENT COMMITTEE OFFICER ROLES AND RESPONSIBILITIES

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### President

- Determines and implements the goals, events, and activities for the school year with input from the Site Administrator
- Presides over all meetings of the Parent Involvement Committee
- Exercises general supervision and leadership over the affairs of the Committee
- Performs all duties pertaining to the office of the President
- Serves as the representative liaison between parents and the AeA Administration and Teachers
- Serves on committees, as assigned
- Supports the various school functions
- Serves as the communications liaison among parents, faculty, staff, administrators, the Board of Trustees, and the community

### Vice President

- Acts as an aide to the President
- Performs the duties and exercises the powers of the President in the absence of the President
- Performs such duties as assigned by the Parent Involvement Committee and/or Site Administrator
- Oversees events and activities

### Secretary

- Attends all Parent Involvement Committee meetings. Types the minutes shortly after the meeting. E-mails the finished minutes to the President for approval. Makes any necessary changes, and then e-mails the minutes to the other Officers and Site Administrator

### Treasurer

- Maintains custody of all funds of the Parent Involvement Committee
- Keeps an accurate record of receipts and expenditures. Disburses funds of the PIC
- Works with the President to create an annual budget for the PIC
- Obtains/monitors monthly income statements and balance sheets

### Parent Representatives

- Serves as an “ambassador” to promote the school to prospective new families and encourage volunteerism for current families
- Serves as a communications liaison among parents, faculty, staff, members, alumni, and students
- Schedules and conducts a grade-specific event during the summer to welcome new/returning families and students

- Invites new families/students to the Back to School Events and other events during the school year
- Informs the PIC President of any information that needs to be communicated in the Fury Times or discussed with the Site Administrator
- Attends any PIC Business Meetings scheduled
- Supports and promotes PIC events

#### Fundraising Coordinator

- Create and run fundraisers
- Coordinate with treasurer/administration on counting and depositing
- Attends PIC meetings