



Families & Friends of Castle Description of Board Officer Duties

- **President**
 - Conduct monthly FFC board meetings
 - Primary contact for any FFC related issues
 - Oversee the following areas and activities:
 - Nominating Committee Chairperson
 - Elections Committee Chairperson

- **VP – Special Events**
 - Oversee the following areas and activities:
 - Going Green Chairperson
 - Spring Beautification Chairperson
 - Teacher Appreciation Luncheon Chairperson
 - Homecoming FFC Booth Chairperson

- **VP – School Events**
 - Oversee the following areas and activities:
 - Open House Chairperson
 - Grade Level Parent Orientation Chairperson

- **VP – Funding**
 - Oversee the following areas and activities:
 - Membership Chairperson
 - Crafters Clearance Chairperson
 - Donations Chairperson
 - Fundraising Chairperson
 - FFC “Logo” items Chairperson

- **Secretary**
 - Oversee the following areas and activities:
 - Prepare Board Meeting Minutes
 - Meeting Minutes to be approved by board

- **Treasurer**
 - **Oversee the following areas and activities:**
 - Prepare Monthly Treasurer Report
 - Monthly Treasurer Report to be approved by board
 - Submit approved report to FFC auditor
 - Write and disburse checks
 - Balance checking account
 - Prepare annual budget