



Bancroft Parent Faculty Club

Roles and Descriptions

Table of Contents

PFC Board and Committee FAQs	2
PFC Executive Board.....	3 - 4
President.....	3
Vice-President	3
VP Strategic Funds	3
VP Communication	3
VP Fundraising	4
Treasurer.....	4
Parliamentarian / Historian.....	4
Recording Secretary	4
Financial Secretary	4
Standing Committees/Volunteer Positions.....	5 - 12
Assistant Treasurer.....	5
Auditor	5
Auction Committee Chair/Co-Chairs	5
Auction: Procurement Lead + Assistants.....	5
Auction: Communications and Website lead + Assistants	6
Auction: Hosted Party/Grade Level Basket Coordinators	6
Auction: Dessert Coordinators	6
Auction: Bar Coordinators	6
Auction: Creative Coordinators	7
Walk-A-Thon Chair/Co-Chairs.....	7
Fall Pledge Coordinator.....	7
Dine-To-Donate Coordinator.....	7
Book Fairs Coordinator.....	8
Spirit Wear Coordinator.....	8
Fall Festival/Carnival Coordinator	8
Movie Night Lead.....	8
Welcome Back Cafe Lead.....	8
Ice Cream Social Lead.....	9
Talent Show Lead.....	9
Multicultural Festival Lead	9
Staff Appreciation Lead	9
5 th Grade Fundraising Lead.....	9
5 th Grade Promotion Coordinators (one 5 th and one 4 th Grade parent position).....	10
5 th Grade Yearbook Coordinator	10
After School Enrichment Coordinator.....	10
Art Room Coordinator.....	10
Library Aide Coordinator	10
Bobcat Tracks Newsletter Coordinator	11
New Family Liaison.....	11
Room Parent Coordinator	11
Social Media Coordinator.....	11
Webmaster	11
Parent Advisory Council (PAC) Representative	12
Disaster Preparedness Coordinator.....	12
Traffic/Safety Coordinator	12

PFC Board and Committee FAQs

What is the PFC Executive Board?

The PFC Executive Board is composed of elected parent volunteers and the principal. The Executive Board oversees budgeting, fundraising, and event planning to support the mission of the PFC.

Who can be on the Board?

PFC Board positions are open to ANY parent/guardian of a currently enrolled student and do not require previous board experience. We are ALWAYS in need of volunteers.

How do I get on the Board?

Notify the PFC President if you are interested in keeping your current position, are interested in another position, or are available for general nomination.

How long do Board positions last?

The term of office for all elected and appointed positions is one school year. Board members are encouraged to hold their positions for 2 years for continuity.

What do I do if I have a particular skill that I do not see directly relating to any Board position or if I want to help out somehow but do not know exactly how?

We are ALWAYS in need of your skills, so please contact the PFC President if you would like to discuss what you can add. Whether you are on the Board or not, we can ALWAYS find a way to put your expertise to good use!

What if I want to do a bunch of things? Can I fill more than one role?

The goal is to make all the jobs as bite-sized as possible and have lots of people only doing one (or even a half if you share a role!). The goal is to have fun with a large group of parents who are all pulling together to make our kids' elementary years the best they can be. There are plenty of opportunities for you to volunteer as helpers for other committee chairs as well as in your child's classroom if you want to do more.

I'm nervous that if I step up that I will be asked to do more than I want to do....

The PFC is committed to not asking too much of any one individual. See answer above.

PFC Executive Board

President

Time Commitment: Ranges (averages 6 hours a week), includes monthly PFC meetings

Busiest times of year: Ongoing

The PFC President shall: manage yearly objectives of the Parent Faculty Club; preside at all meetings; appoint all standing and special committees (except Recruitment Committee); serve as an ex-officio member of all committees; create agenda and call meetings of the PFC and PFC Executive Board; create a budget with Executive Committee; have the authority to countersign all checks drawn by the Treasurer; along with the Vice-President, shall oversee the Community Development, Events and Education Committees; and engage, with the approval of the Executive Board, an independent party to review the financial records. The President shall serve on the PFC Executive Board the year prior to assuming duties as President. The President shall ensure legal documents (raffle permits, insurance, etc.) are current and compliant with State and Federal non-profit regulations.

Vice-President

Time Commitment: Ranges, includes monthly PFC meetings

Busiest times of year: Ongoing

The Vice-President shall: support the President in all endeavors; have the authority to countersign all checks drawn by the Treasurer; serve as the Chair of the Recruitment Committee; along with the President, shall oversee the Community Development, Events and Education Committees; and serve on other committees as the President and Vice-President deem necessary. In the absence of an auditor, the Vice-President shall also review all bank statements for accuracy of deposits.

The Vice-President shall act in the absence of the President and in the event of such absence, shall assume the duties and responsibilities of the President.

VP Strategic Funds

Time Commitment: Ranges, includes monthly PFC meetings

Busiest times of year: August/September

The VP Strategic Funds shall oversee the process of creating a Strategic Plan that will help projects funded with strategic funds. The VP Strategic Funds will: convene community meetings to determine possible projects; determine the priorities of projects; will recommend projects to the PFC for a vote; and oversee the project (directly or indirectly, independently or by committee, depending on the project's needs).

The VP Strategic Funds shall act in the temporary absence of the President and Vice-President and, in the event of such absence, shall assume the duties and responsibilities of the President.

VP Communications

Time Commitment: Ranges (averages 2-3 hours/week), includes monthly PFC meetings

Busiest Time of Year: Ongoing, peaks in August-September and January-March

The VP Communications will oversee all communications activities undertaken by the PFC. As such, the VP Communications will support the following Coordinators: Bobcat Tracks, New Family Liaison, Head Room Parent, and Webmaster. The VP Communications will ensure that the various communication activities are on track, both in terms of timing and tasks as well as with volunteers. The VP Communications shall: work with the Principal, PFC President and the Board to determine the need and timing of communications from the school to the parents; work with the Tracks Coordinator and the Webmaster to publicize PFC and school

events via the newsletter and/or website; along with the Head Room Parent, ensure that as many email addresses from families are captured in Konstella; oversee the calendaring and use of Konstella; help to connect new families to the New Family Liaison; and, in the event that there is no Vice President, shall serve as the Chair of the Recruitment Committee. If there is no Coordinator for a communication activity, VP of Communication will take direction from President or VP, who then shall make every effort to fill the empty position

VP Fundraising

Time Commitment: Ranges, includes monthly PFC meetings

Busiest times of year: around the various fundraisers

The VP Fundraising will oversee all fundraising activities directed at our own community of families, and communicate to the community where/how the funds are used, which in turn helps bring in more for the school. The VP Fundraising will oversee all fundraisers including the beginning of year donation campaign (ex. Fall Pledge, Dollar-a-day), Walk-A-Thon and the Spring Auction. The VP Fundraising will ensure that the various fundraisers are on track, both in terms of timing and tasks as well as with volunteers. The VP of Fundraising will assist with site use and raffle permits and will also coordinate thank-you notes to major donors. If there is no Coordinator for a fundraiser, it will not fall on the VP Fundraising to undertake the fundraiser, rather the VP Fundraising will make every effort to fill the empty position.

Treasurer

Time Commitment: Ranges (averages 1-2 hours/week), includes monthly PFC meetings

Busiest times of year: Aug (prep work), Taxes in Sept., Dec/Jan file permits and 1099s, and around Auction

The Treasurer shall: oversee the Assistant Treasurer; keep accurate account of all receipts and disbursements in accordance with the budget; monitor expenses against budget; sign checks that are approved in accordance with Article VI, Section 2 of the Constitution and By Laws; file all tax returns by the governing agency deadlines including 1099s for contractors; register for insurance; file for raffle permit; and, make available to the membership at each PFC meeting current copies of the check register, P/L budget comparison, and balance sheet.

Parliamentarian / Historian

Time Commitment: 3-4 hours per month, includes monthly PFC meetings

Busiest Time of Year: Ongoing

The Parliamentarian shall advise the President on matters of parliamentary procedure and on items of business required to be conducted throughout the year as indicated in the By-Laws. The Parliamentarian's role is purely an advisory or consultative role since the President alone has the power to rule on questions or orders. The Parliamentarian shall have on hand at all PFC and PFC Executive Board meetings a copy of Robert's Rules of Order, the PFC Constitution and By-Laws, job descriptions for the standing committees, and copies of the previous year's minutes, agendas, bank statements, and budget, and will be the archivist of PFC documents and shall pass all of the above to the succeeding Parliamentarian. The Parliamentarian shall also help the PFC Board and committee members to archive their documents so that the knowledge library of the PFC is maintained.

Recording Secretary

Time Commitment: 3 hours per month, including monthly PFC meetings

Busiest times of year: Ongoing

The Secretary shall keep an accurate record of the proceedings of each meeting and provide draft copies for review at subsequent PFC meetings for a vote of approval. Upon request of the VP Communications or President, the Secretary shall: notify officers of their election and chairpersons of their appointments; send out

notices of all correspondence of the association meetings; and, assume the correspondence of the association when so ordered by the President.

Financial Secretary

Time Commitment: 1.5 hours every other week, including monthly PFC meetings

Busiest Time of Year: Ongoing (Fall Pledges in August, Walk-a-thon and following events with cash & check collection)

The Financial Secretary shall prepare and make all deposits for the PFC in accordance with the Cash Controls. The Financial Secretary reports to and receives support from the Treasurer.

Standing Committees/Volunteer Positions

Standing Committee and Volunteer Positions may vary from year to year based on the number and type of events and fundraisers to be hosted by the PFC and the number of available volunteers. Below is a list of typical roles; please contact the PFC Executive Board for specific information.

Assistant Treasurer

Time Commitment: Ranges (averages 1-2 hours/week)

Busiest times of year: August/September, Auction, and Taxes in March

The Assistant Treasurer will receive all monies of the association (with deposits made by Financial Secretary); pay out monies of the association by check signed by Treasurer (and another signor if needed) and approved in accordance with Article VI, Section 2 of the Constitution and By Laws; assist in processing and responding to corporate matching gifts.

The Assistant Treasurer reports to and receives support from the Treasurer.

Auditor

Time Commitment: 5-10 hours at fiscal year end (July)

The Auditor shall review all bank statements for accuracy of deposits and other measures for cash control in accordance with the current Cash Control Policies.

The Auditor reports to and receives support from the President.

Auction Committee Chair/Co-Chairs

Time Commitment: The Auction team is a yearlong project. At the beginning of the project the commitment is to meet with Team and attend PFC meetings x1/mo. until November. January through Auction day, the team meets weekly/daily.

Busiest times of year: January – April

The Auction chair/Co Chair is responsible for selection of the auction date/theme, facility and catering event reservation and planning, creation of event invitations and promotional items, determine overall communication strategy and promotion of event with the Communication Lead. Chair/Co Chair will update all forms with the current year's theme, update donation letter with current year information, create and manage auction raffle as well as oversee other committee leads. At the beginning of the project, the commitment is to meet with the Team and attend PFC meetings or provide updates to the PFC as needed. The Auction Chair/Co chairs oversee all aspects of the online and live auction event with the Technology lead and work closely with the Procurement lead. Chair/Co Chair will be responsible for all printed auction material, including the auction catalog.

The Auction Committee Chair reports to and receives support from the VP Fundraising.

Auction: Procurement Lead + Assistants

Time Commitment: The Auction team is a yearlong project. November through Auction day the team meets weekly/daily.

Busiest times of year: November – February

The Procurement Lead is responsible for procuring all goods and services that will be bid on or raffled off via the Auction. Responsibilities include: Hold Procurement team meetings (or meet in conjunction with general auction meetings) to discuss strategies, areas of concerns, etc; determine donations strategy; work with CTL to enter items into database as they are donated to include description and images of each item; keep all items organized until distribution; work with Auction Chair/s to create donations forms, donations solicitation letters, etc.; oversee Procurement team's effort to send letters and solicit donations.

Procurement Assistants support all efforts of the Lead in procuring Auction items.

Auction: Communications and Website lead + Assistants

Time Commitment: The Auction Team is a yearlong project.

Busiest times of year: December-March

Communication duties include: Work with the Auction Chair/s to determine overall communication strategy and promotion of event. Communication includes creating signs/flyers/social posts, and email messages for promotion. Website duties include: In conjunction with the Auction Chair/s, the CTL is responsible for managing the auction website. Responsibilities include: work with Procurement Lead to import donation information; update and run website for online event ticketing as well as coordinating all aspects of the opening and closing/back office at the Auction, including: printing and formatting bid sheets; inputting volunteers in database; assigning bid numbers to attendees and volunteers; check-in and sales computers; recruiting, training, and scheduling and managing the back office volunteers during Auction night; and, assisting the PFC treasurer in finalizing payments of items after the Auction. CTL Assistants support all efforts of the Lead for event communications, website, technology needs, etc.

Auction: Buy-in Party: Time Commitment: The Auction Team is a yearlong project.

Busiest times of year: December – February

The Buy in Party Coordinator is responsible for gaining a commitment from Bancroft Families to host parties and events for the Hosted Party section of our Auction Event. Types of Parties will be discussed and decided on by the Auction Team as a whole.

Auction: Grade Level Basket Coordinators: Time Commitment: The Auction Team is a yearlong project.

Busiest times of year: December – February

Work with Room Parents at each grade level to guide and direct donations for the Grade Level Baskets.

Auction: Dessert Coordinators

Time Commitment: The Auction Team is a yearlong project.

Busiest times of year: January – Auction Night

The Dessert Coordinator is responsible for securing dessert donations and coordinating the pickup and storage of desserts on the day of the event. The Dessert Coordinator is also responsible for creating a dessert menu for each table and preparing dessert packages (plates/forks/spoons, etc.) for each dessert auction winner.

Auction: Bar Coordinators

Time Commitment: The Auction Team is a yearlong project.

Busiest times of year: January – Auction Night

The Bar Coordinator is responsible for working with the Auction Chair/s and Procurement lead to solicit alcohol donations. Coordinator will obtain an alcohol license prior to event. Coordinator is also responsible for creating a themed drink for Cocktail Hour, stocking the bar, staffing the bar during the event, taking inventory prior to and at the end of the event, in addition to washing all wine glasses before and after the event and returning them to the school.

Auction: Creative Coordinators

Time Commitment: The Auction Team is a yearlong project.

Busiest times of year: February – Auction Night

At the beginning of the project, the commitment is to meet with the Team to review the event theme and discuss decoration ideas. Creative coordinators are responsible for all aspects of event decoration planning, implementation, and removal. Must be at the facility the day of the auction to set up all decorations, including bar decorations, and arrange for decoration removal & disposal at the end of the event. Also includes preparation of all table linens (bringing from the school, ironing if necessary, setting up day-of event, taking home to clean and returning to storage unit at school).

Walk-A-Thon Chair/Co-Chairs

Time Commitment: 60 Hours

Busiest times of year: September/October

The Walk-A-Thon Coordinator is responsible for our Fall fundraising event. Responsibilities include: develop a theme and update Walk-A-Thon documents to reflect current year theme, date, etc.; create a communication plan and design flyers, website content, signs, Konstella messages to promote event; update and print pledge envelopes; work with a shirt vendor for t-shirt design (if desired) and create order form; sell t-shirts prior to event; solicit donations for water and snack bags for event; order running bibs, and distribute to classes before event; communicate the day's schedule to teachers and families; organize event volunteers, decorate, set-up field, music, water station, snack bag distribution, lap counters and field monitors for event day; put together music playlist for event; record laps run and give to students on day of event; collect pledges, count money and deposit.

The WAT Coordinator reports to and receives support from the VP Fundraising.

Fall Pledge Coordinator

Time Commitment: 60 hours

Busiest times of year: mid-August to mid-September

The Fall Pledge Coordinator is responsible for our biggest fundraiser of the year. Responsibilities include: edit Fall Pledge information and receipts to reflect current year to include in yearly Bobcat Day (Info Day) packet; prepare communications to Bancroft families (website information, Info Days packet flyers, Konstella information, etc.); participate at Information Days by representing Fall Pledge; collect and process forms and accompanying payments (in coordination with the Treasurer); maintain a master spreadsheet of Fall Pledge donations; collect Pledge Fund forms throughout the school year and prepare weekly deposits; and, work with the Treasurer to verify corporate matches. Runs any/all class competitions tied to the fundraiser

The Fall Pledge Coordinator reports to and receives support from the VP Fundraising.

Dine-To-Donate Coordinator

Time Commitment: 4+ hours per month

Busiest time of year: Ongoing

The D2D Coordinator directs the effort to partner with local eating establishments to raise money for Bancroft. Responsibilities include: research & choose participating restaurants; negotiate rates and times; coordinate event timing with the PFC President to make sure it is not in conflict with other Bancroft events; submit

Bancroft's W-9 & contracts to the restaurant; promote restaurants to the Bancroft community and neighbors; publicize the fundraising events online, through Konstella, on Bancroft Marquee, and via email to Room Parents & Teachers; write short monthly newsletter section announcing the results, informing parents of next event, asking parents for new dining ideas, locations, etc.; attend events when possible; and, follow up with restaurant to ensure check is sent and when necessary picks up the check.

The D2D Coordinator reports to and receives support from the President or Vice President.

Book Fairs Coordinator

Time Commitment: 2-3 hours a week one month before Book Fair opens; 2-3 hours per day while Book Fair is on campus.

Busiest times of the year: Fall & Spring around the 2 book fairs

The Book Fair Coordinator's responsibilities include: attend 2-3 PFC meetings before, during and/or after Book Fair; coordinate marketing, administration and volunteers for Book Fair; schedule Teacher/Student Sneak Peak Day; request seed money; and make daily deposits when Book Fair is open.

The Book Fair Coordinator reports to and receives support from the President or Vice President.

Spirit Wear Coordinator

Time Commitment: 5-10 hours at beginning of year, sporadically as year progresses

This person is our liaison between Bancroft and our t-shirt vendor. This person works with the vendor during the summer to come up with the design for the next year's Spirit Wear. The Coordinator creates the t-shirt order form for Bobcat Day (Info day) Packet at the beginning of the year, sets up Spirit Wear table at fall events, and fulfills orders. The Spirit Wear Coordinator can also decide to use the same design as a previous year, or not make new shirts and have a t-shirt swap or just sell vintage shirts. The Spirit Wear Coordinator reports to and receives support from the President or Vice President.

Fall Festival/Carnival Coordinator

Time Commitment: 1-4 hours a week starting about 6 weeks prior to event plus at least 10 to 15 hours the week of the event.

Busiest time of year: October (event usually held the Saturday before Halloween)

The Fall Festival Coordinator oversees the planning and implementation of the October Fall Festival, Bancroft's largest community-building event. Responsibilities include: fill and manage key positions (Haunted House, Cake Decorating Contest, Food, Tickets, Decorations, etc); request and collect donations; obtain approvals from MDUSD for use of facilities and kitchen; and sort through stored decorations and games (replace items where necessary); support position leads where necessary (especially for Haunted House and Cake Decorating); advertise event to Bancroft students and families; manage committee; and, manage the Festival budget. This job is good for a team of 2-5 lead people. The Fall Fest Coordinator reports to and receives support from the President or Vice President.

Movie Night Lead

Time Commitment: 5 hours in total before the event, and onsite during the event

The Movie Night lead will work with a Movie Screen Rental company to provide a movie screen and speakers for the event. The Movie night lead will select the movie, create promotional materials and promote the event with the help of VP Communications. The lead will coordinate Day Of set up with the rental company and will work with the 5th grade family lead for concession stand set up. They will work with office staff on coordinating custodial needs, and clean up. Movie night lead reports to and receives support from the President or Vice President.

Welcome Back Cafe Lead

Time Commitment: 3 hours in total before the event, coordinator the day of event

The Welcome Back Cafe Lead will solicit donations for coffee and pastries to be set up before the start of the first day of school and they will confirm the event budget with the Treasurer for items not donated. They will coordinate the set up of the coffee stations the morning of. The lead will create a sign up for volunteers to pass out coffee and pastries before each school start time, set up and clean up

Ice Cream Social Lead

Time Commitment: 5 hours in total before the event, and onsite coordinator the day of event

The Ice cream social lead will coordinate the Family night event for the community. They will confirm the event budget with the Treasurer to purchase ice cream, toppings and supplies within the budget. The Ice Cream Social Lead will create flyers, and with the help of VP of Communications will promote the event. They will create a sign up for the day-of volunteers for set up, clean up and serving ice cream. The Ice Cream Social lead will communicate custodial needs with the office.

Talent Show Lead

Time Commitment: 40 hours total, mostly in January to April

Busiest times of year: March and April

The Talent Show lead will coordinate and produce the talent show. Talent Show lead will work with PFC to reserve the MUR for rehearsal and show days. They will send sign ups out in January for acts to sign up. The lead will organize and run 3 rehearsals and the show including call sheet times for rehearsals and the show. They will coordinate sound and lighting and will oversee all acts and performers. They will make sure volunteers help with different aspects of the show. They will make and send out flyers to promote the show. The day of the show the lead will manage all participants and help the show run smoothly.

Multicultural Festival Lead

Time Commitment: 20-25 hour for the year

Busiest times of year: weeks leading up to the festival

The Multicultural Festival Lead will organize the Multicultural family night event. They will create sign ups for country booth representatives, and provide guidance to volunteers for booth and performances' requirements. They will promote the event to the community, and create flyers with the help of VP of Communications. They will coordinate custodial needs with the office. The Multicultural Fest Lead reports to and receives support from the President or Vice President.

Staff Appreciation Lead

Time Commitment: 20-25 hour for the year

Busiest time of year: 1-2 weeks before and during staff appreciation

The Staff Appreciation Lead is responsible for planning and implementing a weeklong Teacher and Staff Appreciation for approx. 55 staff members to thank them for their hard work and dedication to Bancroft. Includes choosing a theme and organizing daily events, such as catered lunch, parent volunteered breakfast, spirit days, staff lounge decorating.

5th Grade Fundraising Lead

Time Commitment: 15-20 through the year

Busiest time of year: From February to February

The 5th grade fundraising lead will be the point person in organizing the fundraising efforts. They will gather volunteers to help work the tables and fundraising events, they will solicit for donations and send out communication about upcoming fundraisers.

They will work with the VP of Communications and President.

5th Grade Promotion Coordinators (one 5th and one 4th Grade parent position)

Time Commitment: (hours per week - 5-10 during the month of June)

Busiest time of year: 1-2 weeks before and during Promotion

The 5th grade parent Promotion Coordinator's responsibilities: Recruiting fifth grade parents to help decorate the multi-use room the day before and day of ceremony.

Gathering breakfast item donations (donuts, bagels, cream cheese, fruit, juice coffee, creamer, plates, table cover etc.) for a refreshment table at the 5th grade promotion

The 4th grade parent Promotion Coordinator responsibilities: Recruiting volunteers to help set up early in the morning of the promotion (getting coffee going by 7am, setting up table, slicing food, and working the table during the ceremony); and, helping clean up after the ceremony.

Coordinators will verify the amount budgeted for the "5th grade farewell" with the Treasurer and use those funds for food and decorations for 5th grade promotion events. Both coordinators should work together to make sure they stay within budget.

The 4th and 5th Grade Promotion Coordinators report to and receive support from the President or Vice President.

5th Grade Yearbook Coordinator

Time Commitment: Ranges

Responsibilities include: recruit volunteers for layout coordinators and photographers; design format of yearbook, including a cover; attend and/or delegate volunteers to various school events to take pictures; proof yearbook pages; submit final proofs to yearbook company; and distribute yearbooks at end of year.

The 5th Grade Yearbook Coordinator will work with the 5th grade

After School Enrichment Coordinator

Time Commitment: 8 hours per session (2 or 3 sessions per year)

Busiest Time of Year: Before and during the registration process for classes

The After School Enrichment Coordinator organizes vendors and programs offered to the Bancroft community via Homeroom. They manage the after-school enrichment session dates, select vendors, and oversee the Homeroom site where vendors post their class offerings. The coordinator controls and publishes the Homeroom site listings. They also collaborate with office staff to ensure the number of vendors and program options align with site needs. Additionally, the coordinator communicates enrollment dates and updates of the program to the Bancroft community with the assistance of the VP of Communications.

The After School Enrichment Coordinator reports to and receives support from the President or Vice President.

Art Room Coordinator

Time commitment 2-3 hours a week (flexible on days+hours)

The Art Room Coordinator's responsibilities include: setting up volunteer sign-ups for art classes, helping organize art room, sharpening pencils, taking pictures and sorting the artwork and anything else that may be in need of attention.

Art Room Assistant gets trained by and gets support from Art Teacher.

Library Aide Coordinator

Time Commitment: 5-15 hours at the beginning of the year, then less than 1 hour a month

Busiest time of year: August and September

The Library Aide Coordinator's responsibilities include: coordinate parent volunteers to work in the library during the year; train new volunteers with the help of the librarian; coordinate with librarian to fill volunteer slots; manage other projects as needed or determined by librarian; and, be a resource for the volunteers. The Library Aide Coordinator reports to and receives support from the President or Vice President.

Bobcat Tracks Newsletter Coordinator

Time Commitment: 3-4 hours per month

Busiest time of year: Ongoing

The Bobcat Tracks Newsletter Coordinator is responsible for putting together the monthly Tracks newsletter from the various articles and information that have been submitted. The VP Communications will also advise the Tracks Coordinator of possible articles. A draft will be sent to the PFC President and VP communications before publishing. Then, the final draft is sent to the community. No layout expertise is required; the Tracks are sent out via Konstella. Tracks have typically come out mid-month, but that is adjustable depending on the Tracks Coordinator's needs.

The Bobcat Tracks Coordinator reports to and receives support from the VP Communications.

New Family Liaison

Time Commitment: 15-20 hours in the spring and summer and then 1 hour per month ongoing Busiest

Times of year: April, July and September

Responsibilities include: create and distribute an info packet at K Acquaintance Days; work with the office to distribute the packet to other new families as they register; welcome new students to Bancroft with 2 park play dates in the summer, including recruit some returning families to attend; recruit current families to buddy up with new families in order to orient them to their new school; and, work to incorporate welcoming new families during the school year.

The New Family Liaison reports to and receives support from the VP Communications.

Room Parent Coordinator

Time Commitment: 5-10 hours at the beginning of the year, 1-2 hours per month

Busiest time of year: September, then around Walk-A-Thon, Fall Fest, Auction, and Teacher Appreciation Week

The Room Parent Coordinator will support the Room Parent volunteers throughout the year. Responsibilities include: identify Room Parents and set up e-mail group; assist Room Parents throughout the school year with general questions and procedures; act as liaison between PFC Board and Room Parents for disseminating email communications; update Room Parent information tab documents on PFC website as needed; and work with Hospitality to plan Staff Appreciation Week.

The Room Parents Coordinator reports to and receives support from the VP Communications.

Social Media Coordinator

1-2 people, year around

The Social Media Coordinator will create posts for the school's instagram and Facebook pages to keep parents informed, in addition to Konstella communications. They will work with other leads to promote events, fundraisers, PFC meetings, important dates etc.

Social media coordinator reports to and receives support from the VP Communications.

Webmaster

Time Commitment: 1/2 -1 hour per week

Busiest times of year: Ongoing

The Webmaster is in charge of the PFC's website. Responsibilities include: coordinate and stay up to date with

Communications Team and PFC Exec Board on information relating to school calendar, school events and activities, and school related news/announcements; be a valuable source to keep the Bancroft community well-informed on school related information; maintain and update content on www.bancroftpfc.org website (technical/html experience NOT required - quick training is all that is needed); maintain/add/update pictures, artwork and graphics as needed to embellish the Website content, as well as the general look and feel of the website; update the general website content and any weblinks to external sites or to MDUSD; and, be creative and share/come up with new ideas which can make the Bancroft PFC website more user-friendly, and keep our Bancroft community well connected and well informed of all it has to offer!
The Webmaster reports to and receives support from the VP Communications.

Parent Advisory Council (PAC) Representative

Time Commitment: 2-4 hours every other month

PAC meetings are led by the Superintendent of MDUSD. The purpose of the meetings is to increase the opportunities that superintendent has to speak with a broader group of parents, address concerns that parents on our leadership teams (PFC, School Site Council, ELAC) have around district issues, provide a more comfortable setting for parents and the superintendent to have a conversation, and improve overall district communication.

The PAC Representative must be able to attend the PAC meetings (4-6 per school year), voice site-related questions/issues on behalf of Bancroft to increase awareness and response at the district level, and report back information from the meetings at the monthly PFC meetings.

The PAC Rep reports to and receives support from the President or Vice President.

Disaster Preparedness Coordinator

Time Commitment: Couple of hours per month, particularly in August and September

The Disaster Preparedness Coordinator will work with office staff and the principal to ensure the school's emergency supplies are adequate; switch out and restock water supply in classrooms; and maintain the Disaster Shed, teacher backpacks, Nurse's Office and MUR emergency storage cans as needed.

The Disaster Prep Coordinator reports to and receives support from the President or Vice President and School Administration.

Traffic/Safety Coordinator

Time Commitment: Couple of hours per month, mostly September, then ongoing

Recruit for traffic volunteers. Establish a volunteer schedule and set up a calendar for the year. Prepare calendar for the website and send out e-mail reminders to volunteers.

The Traffic/Safety Coordinator reports to and receives support from the President or Vice President.