



AMFO Elections

Attention: ALL Parents and Staff

On Wednesday April 12, 2017 at 7:00 P.M. at the Lower Campus we are having the ELECTIONS for the 2017-2018 American Montessori Family Organization (AMFO). If you would like to hold a position on next year's AMFO Board you will need to sign up, meet the qualifications and be present at the meeting. All positions are open. Here are the positions and the qualification requirements and description of the position.

If you are interested sign-up sheets will be in the front office at both campuses.

PRESIDENT

- Must have an approved criminal background check
- Coordinate the activities of the AMFO and the presiding board with the Director and Academy administration
- Lead the EAT meetings.
- Maintain control of the meeting, by following Robert's Rules of Order.
- Follow the EAT agenda. If the agenda is different from Article IX Section F, distribute 1 week prior to the meeting.
- Partner with all Coordinators on planning and progress of team actions.
- Coordinate attendance to monthly School Board Meetings.

Voting: President is accountable for facilitating the voting process according to Robert's Rules of Order. The President is exempt from voting, except in the event that a vote results in a tie. In that event, the President shall cast the deciding vote. This includes voting associated with AMFO/EAT business as well as elections.

VICE PRESIDENT

- Must have an approved criminal background check
- Assume the duties of the office of President in the event that the office is vacated or that the President becomes unable to meet the demands of the position.
- Be responsible for the duties of both President and Vice President until such time as a new Vice President is appointed or a new President is elected.
- Be responsible for newsletter.
- Maintain content of AMFO Web page when created.
- Provide periodic mailing communications with membership.
- Lead EAT meeting in case of absence of President; take notes in case of absence of Secretary.
- Ensure EAT Agenda is followed.
- Work with all Coordinators on planning and progress of events.
- Bring information forth on behalf of absent members; communicate relevant information back to absent members.
- Receive, review and process requests for AMFO funds.

TREASURER

- Must have an approved criminal background check
- May be bonded (AMFO will handle procedure).
- Collects money owed on any "post pay" fundraiser, including taking any action if needed.
- Collects money from any returned checks that were deposited.
- Treasurer or appointed representative must count all money in the presence of either an AMA staff member or another member of the EAT.
- Maintain copies of all deposits. Deposit all money.
- Establish a bonded, backup person to make deposits.
- Maintain checkbook balance.
- Maintain Treasurer file of all requisitions & receipts.
- Provide copies (upon request) of Check Register Report each month.
- Provide an update of income and expenses each month.
- Provide copy of all reports to Secretary.
- Announce fundraiser profit in newsletter.
- All financial records, including invoices, receipts, deposits and bank statements, and the AMFO checkbook shall be retained at the academy, and shall be audited annually by the Academy auditor.

SECRETARY

- Must have an approved criminal background check
- Records attendance and introduce visitors at EAT meetings.
- Take notes of all discussions that take place at the EAT and AMFO meetings. Distribute to all EAT members.
- Collect and forward as appropriate, AMFO correspondence from the school mailbox. Review correspondence as needed at EAT meetings.
- Type up minutes and distribute within two weeks after meeting to all EAT members. Make these available to all AMFO members
- E-mail AMA Director or his/her designee (admin), a copy of the minutes for the AMFO web page.
- Create letter to send out and post all positions for a minimum of ten (10) days prior to elections.
- Prepare EAT elections.
- Keep track of who is excused at monthly meeting.

FUNDRAISING COORDINATOR

Objective: To generate funds to supplement the tools and resources of the school for the good of the student body, to finance the activities of the events committee that take place during the school day and to do so while offering fundraisers that were not a burden to our AMA families.

Note: It is possible that this position will be combined with the Events and Activities Coordinator role. In that event the position is to be structured as one head coordinator with two EAT appointed sub-coordinators.

- Plan all active and passive fundraisers and chart progress.
- Collect and prepare fundraiser deposits with Treasurer. In absence of Treasurer, any of the EAT board members may substitute.
- Keep accurate records of all fundraisers, past and present.
- Keep accurate records of monies owed by families for all fundraisers.
- Obtain volunteers for fundraisers.
- Review fundraisers and document successes and necessary improvement.
- Set dates for future fundraisers.

EVENTS AND ACTIVITIES COORDINATOR

Objective: To enrich the learning and education of the student body through special programs and assemblies during the school day, and to build a sense of community amongst AMA families through after school and evening opportunities to interact and enjoy wholesome family activities.

Note: It is possible that this position will be combined with the Fundraising Coordinator role. In that event the position is to be structured as one head coordinator with two EAT appointed sub-coordinators.

- Plan and arrange annual events.
- Plan and arrange outings and other extra activities and events. Include free or low cost activities in the surrounding communities.
- Obtain volunteers for events.
- Chart attendance and results of events.
- Evaluate events and document successes and necessary improvements.

ROOM PARENT COORDINATOR

- Identify and align a minimum of one parent volunteer per classroom to act as Room Parent.
- Work with school to ensure volunteers have been background cleared.
- Work with teachers to identify both general and specific requests and support needs.
- Conduct a Room Parent Orientation to educate parent volunteers.
- Maintain contact with Room Parents on a regular basis (a minimum of once per month).
- Gather feedback and input from Room Parents to share at the AMFO Meetings.
- Communicate requests for special projects as appropriate.

BUILDING AND GROUNDS COORDINATOR

Note: This position is optional.

- Coordinate beautification and maintenance projects as needed.
- Ensure sport, playground, and recreational equipment and supplies are inspected, counted, and maintained.
- Partner with Physical Education teacher, Director, Teachers, and parents to assess needs and desires; Research programs & options and make recommendations to the AMFO and EAT; Coordinate execution of key projects and initiatives as appropriate.