

FALCON CLUB EXECUTIVE BOARD POSITIONS AND DUTIES

All Officers

- Attend all Falcon Club Executive Board Meetings (Through the summer, the Executive Board meets about three times a month to prepare for back-to-school events. During the school year, the Executive Board meets at least once a month, the week before the General Board meeting.)
- Attend Exec Board and General Meetings (General meetings are once a month)
- Serve as a committee or fundraising chair contact.
- Help with Green Carpet Days (back-to-school) and other events and duties as needed.

President

- Preside over all meetings
- Schedule Executive Board meetings.
- Prepare agenda for all meetings. Give General Falcon Club Meeting agendas to Corresponding Secretary to post on website, no less than a day before the meeting.
- Coordinate the date of all Falcon Club meetings for the next year to ensure the dates are on the school's master calendar and the Special Events Room is reserved. Work with Denise Snyder to coordinate dates and events.
- Communicate with custodial staff when events are happening and what special things are needed for each event, such as tables and chairs, rope and stanchion, etc. for back-to-school.
- Coordinate Green Carpet Days with Staley administration. If possible, work both days and help coordinate volunteers.
- Meet with Staley administration and attend additional meetings as the Falcon Club representative.
- Step in when needed to help Committee Chairs or Board Members
- Monitor the president's email, thefalconclubpresident@gmail.com, and respond to emails in a timely manner

1st Vice President- Memberships

- Assist the President
- Lead meetings in the President's absence
- Chair the membership committee
- Organize materials and volunteers to sell Falcon Club memberships during Green Carpet Days
- Maintain spreadsheet with all names, emails, allocations, and status of all Members *Note: must add each month as new members join
- Coordinate with Treasurer monthly membership count and monies (dues) to forward to the State PTA
- Coordinate student involvement in Falcon Club
- Ensure all email addresses are provided to exec board to import into contacts lists. Including staleyfalconclub@yahoo.com account creating a membership contact folder for the current year. *Note: must add each month as new members join

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2nd Vice President- Parent Reps

- Assist the President
- Create/update and maintain Parent Rep and Coaches/Sponsors list with contact information
- Lead training session for all Parent Reps at the beginning of the year and as new Parent Reps are added
- Communicate with and provide school, FC, and fundraising information to Parent Reps and Coaches/Sponsors

3rd Vice President- Business Partners & Bylaws

- Chair Business Member Committee
 - Manage relationship with Business Partners.
 - Secure Business Partners & ensure their partnership level benefits are met.
- Form a Bylaws Committee
 - Meet with committee members to review the bylaws and propose necessary changes
 - Present the proposed changes at a Falcon club meeting and ask for a vote by the general membership
 - Send approved changes to the Missouri PTA

Secretary

- Attend all Falcon Club meetings and record minutes, which are distributed to the Executive Board for review prior to the next meeting
- Make copies of agenda, minutes of previous meeting, and treasurer's report for all members who attend Falcon Club General meetings
- Make a sign-in sheet for those attending General meetings
- Assist Treasurer on as-needed basis

Corresponding Secretary

- Monitor staleyfalconclub@yahoo.com, by responding to emails or forwarding emails to the appropriate person in a timely manner
- Coordinate articles for Staleyfalconclub.com – keeping website current
- Works with 1st Vice President for activity PR support
- Coordinates PR for Falcon Club events and activities
- Send information to Principal to be included in Staley High School e-Alerts

Treasurer This position requires several hours per week, particularly during September and October. (Falcon Club books are kept in QuickBooks by our external Bookkeeper)

Weekly

- Pick up, process and deposit all Activity Group deposits.
- Disburse checks on behalf of Activity Groups based on signed/authorized requests for funds.
- Disburse payments authorized by Executive Board in accordance with yearly budget adopted by this local PTSA
- Pick up and process mail coming to school for Falcon Club

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- Provide checks for start-up money for events as requested
- Monitor the treasurer's email, falconclubtreasurer@gmail.com, and respond to emails in a timely manner

Monthly

- Submit needed documents in a timely manner to Bookkeeper so the reports can be run for the General Meeting
- Present at Falcon Club General Meetings the following reports: Balance Sheet, General Fund (GF) General Activity, Group Monthly Activity, and Parent Rep Balance Approval Sheet
- Retain a copy of the General Fund audit detail report and keep with monthly financial reports and activity balance approval sheets for audit purposes

Annually

- Work with Executive Board to create annual budget
- Submit the unit's annual financial report and audit to the MO PTA by December 1
- Maintain a full and accurate account of Falcon Club receipts and disbursements
- Order checks and deposit slips as needed
- Maintain all W-9 information on vendors

Bookkeeper – this is an outside person that does our financial books – Not a Board Position

- Enter all Falcon club activity in financial program
- Reconcile bank statements
- Produce the following reports: Balance Sheet, General Fund (GF) General Activity, Group Monthly Activity, and Parent Rep Balance Approval Sheet and give to Treasurer to present at Falcon Club General Meetings
- Create a monthly General Fund audit detail report and give to Treasurer to retain it with a copy of all monthly financial reports and activity balance approval sheets for audit purposes
- Keep records of state and national portions of the PTA membership dues separate from records of local dues
- Submit a copy of the required IRS Form 990, which is prepared by a professional accountant to the MO PTA by December 1
- Compute and distribute Form 1099 to designated vendors by January 31st
- Report and submit Form 1096 summary of Form 1099s by end of February
- Track balances for Activity Groups
- Track Spirit Store donations given by Falcon Club
- Track all in-kind donations for special Falcon Club events
- Track and distribute all concession and special event allocations to Activities