

CDCPS-Prospect Parent Advisory Board (PAB)

ELECTIONS & NOMINATIONS

Are you looking for a way to get more involved at your child's school? If so, then the PAB needs you! PAB Officer Elections will be held in the Lower School cafeteria at our monthly PAB meeting on Monday, October 7, 2013 at 6:30 pm.

PAB nominations are going on now. You may nominate yourself or someone else by completing this form and returning it to school by Monday, September 30th.

Position	Nominee Name	Contact Information
President		
Vice President		
Treasurer		
Secretary		
Volunteer Coordinator		
Events Coordinator		
Fundraising Coordinator		
8 th Grade Representative		

On the reverse of this page is a brief description of each of the PAB officer positions. For further information regarding Eligibility Requirements, Election Guidelines, or the PAB in general, please

- Attend the Meet & Greet at the Lower School cafeteria on Monday, September 16th at 6:30 pm
- Visit www.cdcps.org and select the “For Parents” link from the column on the left and then click on the “PAB” link
- Contact any member of the Election Committee:
 - Maria Halloran (978-852-3640 or ecuarish@yahoo.com)
 - Maria Hernandez (978-722-2583 or mhernandez@cdcps.org)
 - Glenda Javier (978-390-2564 or glendajavier@verizon.net)
 - Sue Petrakis (978-258-3956 or suepetrakis@yahoo.com)
 - Ana Robles (978-973-9755 or ana.robles.3@hotmail.com)

CDCPS-Prospect
Parent Advisory Board Officer Responsibilities

President:

- Attend and run all PAB meetings
- Attend all PAB sponsored events & fundraisers
- Meet monthly with PAB liaison to prepare for and set agenda for upcoming PAB meetings
- Oversee all PAB fundraisers and events
- Responsible for pursuing approval from CDCPS management for PAB events, fundraisers, schedule, and notices/flyers
- Create and distribute PAB notices and flyers
- Purchase and store PAB supplies
- Arrange for childcare at PAB meetings
- Assume the responsibilities of any and all vacant offices and absent members

Vice President:

- Attend all PAB meetings, events, and fundraisers
- Assume duties of President in his/her absence
- Support the PAB President at meetings and assist him/her at PAB events and fundraisers
- Responsible for taking meeting minutes if the Secretary is absent

Secretary:

- Attend all PAB meetings
- Record the minutes of all PAB meetings
- Have approved PAB meeting minutes posted on school's website

Treasurer:

- Attend all PAB meetings
- Attend PAB events and fundraisers where money will be collected
- Prepare and present financial report at all PAB meetings
- Maintain accurate records of receipts and expenditures
- Count and deposit all funds accrued from all PAB events and fundraisers
- Prepare reimbursement and check requests
- Review and pay all bills
- Go to Business Office to have checks signed
- Provide cash box and petty cash for all PAB fundraisers
- Use standardized CDCPS-Prospect PAB financial forms

Volunteer Coordinator(s):

- Attend all PAB meetings, fundraisers, and events
- Develop a database of parents and their volunteer interests
- Work with Fundraising and Events Coordinators to assess volunteer needs
- Schedule and coordinate volunteers for all PAB fundraisers and events

Fundraising Coordinator(s):

- Attend all PAB meetings & fundraisers
- Work with PAB liaison and PAB President on fundraiser planning
- Maintain and oversee ongoing fundraising efforts except for 8th grade fundraising
- Responsible for sending Thank You cards

Events Coordinator(s):

- Attend all PAB meetings & events
- Work with PAB liaison and PAB President on event planning
- Coordinate all PAB family events
- Responsible for sending Thank You cards

8th Grade Representative:

- Attend and represent Grade 8 at all PAB meetings
- Coordinate 8th grade fundraising