



**Are You a Leader? Do You Want to Set an Example for our Children?
Then Become an Officer of Friends!**

Nomination Form for the 2009-2010 Friends Board

Being a leader of **Friends of the Open School** is a valuable and important way to contribute to your child's education. **Friends** raises the funds that make our school's art, music, garden, physical education and technology programs possible. We are always eager for new, energetic, and committed people who reflect the diversity of our community to become involved in Friends and to serve on the Board. Parent involvement keeps our standards high.

Nominations for the 2009-10 Board are being accepted until April 30th. The offices to be filled are:

- ❖ President
- ❖ Vice-President
- ❖ Secretary
- ❖ Treasurer

The duties of each office appear overleaf. Feel free to speak with current board members about the positions: President - Emily Magruder (emily.magruder@sbcglobal.net); Vice-President - Darlene Jones (njlagirl@hotmail.com) or Carole Suzuki (ptscws@aol.com); Secretary - Anne-Marie McHugh (a.mchugh@sbcglobal.net); and Treasurer - Joyce Mann (Jjilaca1@aol.com).

WE NEED YOU! Nominate yourself. Nominate your friends. Pair up with a friend to share the duties of one office. Fill out this form and then either turn it in to the school office by, or submit it at the Friends meeting on, **Thursday, April 30th**.

Elections will be held at the Annual Meeting, Thursday May 21st, at 7:00 pm, in the Teachers Lounge.

FRIENDS 2009-2010 Board Nomination Form

Use the space(s) below to nominate yourself and/or someone else for any or all of the offices (President, Vice-President, Secretary, Treasurer).

I would like to nominate:

_____ to run for the office of _____.

_____ to run for the office of _____.

_____ to run for the office of _____.

_____ to run for the office of _____.

Please write a brief statement describing your qualifications and explaining why you want to serve. (Statements will be solicited from those nominated by others if they accept.)

Return nomination form to the office by or submit at the Friends Meeting on April 30th.

The following are basic job descriptions for the available Board positions, drawn from the Friends Bylaws, Article III, Section 6: *Duties of Particular Officers*.*

The President:

- Presides at all general, special and Executive Board meetings.
- Is responsible for the coordination of the fundraising efforts of Friends.
- Casts the deciding vote in case of a tie at all meetings.
- Implements any contractual agreements.
- Appoints an accountant to examine the Treasurer's accounts at the close of the fiscal year.
- Is responsible for all meetings, notices, newsletters
- Coordinates the Friends calendar with the School's master calendar.
- Is a member of all Friends committees.
- Holds a seat on the Governing Board.

The Vice-President:

- Works with the President to coordinate the fundraising efforts of Friends.
- Acts as an aide to the President.
- Represents the President upon request.
- Performs the President's duties in the President's absence or if the President is unable to serve.

The Secretary

- Records the minutes of the general meetings and makes copies available for review and approval.
- Maintains the official membership roll.
- Is responsible for maintaining the official books and records of the corporation (copying/filing)

The Treasurer

As the Chief Financial Officer of the corporation, the Treasurer:

- Receives all monies of the organization
- Makes authorized disbursements.
- Keeps an accurate record of receipts and expenditures.
- Presents a written financial record at each general meeting during the year.
- Coordinates the preparation of all necessary tax returns and maintains tax-exempt status.
- Serves as a member of the Governing Board Budget Committee.

All positions serve on the Executive Board of Friends as directors and are involved in the decision-making processes of the organization. The Executive Board of Friends provide each other support and work together as a team to help Friends reach its fundraising goals.

Again, please feel free to speak with current board members if you have any questions about the positions. They are more than happy to help you:

President - Emily Magruder (emily.magruder@sbcglobal.net); Vice-President - Darlene Jones (njlagirl@hotmail.com) or Carole Suzuki (ptscws@aol.com); Secretary - Anne-Marie McHugh (a.mchugh@sbcglobal.net); and Treasurer - Joyce Mann (Jjjlaca1@aol.com).

* *A copy of Friends Bylaws, Article III, Section 6: Duties of Particular Officers is available by contacting the Secretary: Anne-Marie McHugh (a.mchugh@sbcglobal.net or 310-437-0720)*