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| **President\*** | | | | | | | |
| **Executive Vice President** | | | | **Vice President for Fundraising** | | **Secretary** | **Treasurer** |
| Awards Committee Chair | Grants Board Chair | Nominating Committee Chair | Programs Committee Chair | Fundraising Committee Chair | Back-to-School Bash Committee Chair | Communications Committee Chair | Auditor |
| *PTA Reflections Contest Coordinator* |  |  | *Diversity Committee Chair* | *Box Tops Fundraiser Coordinator* |  | *Newsletter Coordinator* |  |
|  |  |  | *Hospitality Committee Chair* | *Cookie Dough Fundraiser Coordinator* |  | *Photographer* |  |
|  |  |  | *Volunteer Coordinator*  *(Copy Room, Grade Level, Library)* | *Italian Ice Fundraiser Coordinator* |  | *Student Directory Coordinator* |  |
|  |  |  |  | *Mixed Bags Fundraiser Coordinator* |  | *Website Coordinator* |  |
|  |  |  |  | *Popcorn Fundraiser Coordinator* |  | *Yearbook Coordinator* |  |
|  |  |  |  | *Spirit Night Fundraiser Coordinator* |  |  |  |
|  |  |  |  | *Spirit Store Chair* |  |  |  |

\*Immediate Past President, Montgomery County Council PTA Representative, Alabama State PTA Convention Representative report directly to the President.

**Board of Directors**

The Board of Directors (“Board”) is composed of elected officers, committee chairs, the Principal or designated representative, and a teacher representative. The Board shall meet monthly to conduct PTA business. A quorum is three (3) officers. Measures are passed by a majority vote of officers, chairs, the Principal or designated representative, and the teacher representative. Members must be present to vote; there is no proxy voting. The Board appoints committee chairs and coordinators and oversees the work of the committees.

**Executive Committee**

The Executive Committee is composed of all elected officers and the Principal or designated representative. The Executive Committee, at its discretion, may hold special meetings to conduct necessary PTA business in between regular, monthly Board of Directors meetings. A quorum is three (3) officers, and measures are passed by a majority vote. There is no proxy voting, but members may vote by e-mail or in writing.

**Elected Officers**

1. **President**: The President is elected by the FAAM PTA members, head of the FAAM PTA Board of Directors and Executive Committee, and ex-officio head of all committees except the Nominating Committee. The President manages the overall objectives and strategies of the PTA, acts as liaison between parents and school staff, creates agenda and facilitates monthly PTA meetings and Board of Directors meetings, collaborates with Treasurer to create an annual PTA budget, speaks at Open Houses, coordinates the work of the officers and committees, performs duties directed by the Board of Directors and Executive Committee, and attends the Alabama State PTA Convention. The Executive Vice President, Secretary, Treasurer, Immediate Past President, Representative to Montgomery County Council PTA, and Representatives to Alabama State Annual Convention report to and advise the President. The ideal President nominee will have had at least one (1) year experience as Secretary followed by at least one (1) year of experience as Executive Vice President.
2. **Executive Vice President**: The Executive Vice President (“VP”) is elected by the FAAM PTA members, reports to the President, and is a member of the Board of Directors and Executive Committee. The VP serves as the President-Elect. The VP is the aide to the President and shall fill in for the President in case of absence or vacancy of office. The VP shall perform other duties directed by the President, Board of Directors, and Executive Committee. The VP oversees the following committees, chairs, and coordinators: Awards Committee and Chair, Grant Board and Chair, Nominating Committee and Chair, Programs Committee and Chair, PTA Reflections Contest Coordinator, Diversity Committee and Chair, Hospitality Committee and Chair, Volunteer Coordinator, Copy Room Coordinator, Library Coordinator, Grade-Level Coordinators, and Room Parents. The ideal VP nominee will have had at least one (1) year of experience as Secretary.
3. **Vice President of Fundraising**: The Vice President of Fundraising (“VP of Fundraising”) is elected by the FAAM PTA members, reports to the President, and is a member of the Board of Directors and Executive Committee. The VP of Fundraising is an aide to the President and shall fill in for the President in case the VP cannot fill in for the President because of absence or vacancy of office. The VP of Fundraising shall perform other duties directed by the President, Board of Directors, and Executive Committee. The VP of Fundraising oversees the following committees, chairs, and coordinators: Back-to-School Bash Committee; Chair and Fundraising Committee and Chair; Box Tops, Cookie Dough, Italian Ice, Mixed Bags, Popcorn, and Spirit Night Coordinators, and Spirit Store Chair.
4. **Secretary**: The Secretary is elected by the FAAM PTA members, reports to the President, and is a member of the Board of Directors and Executive Committee. The Secretary is responsible for recording the minutes of all FAAM PTA meetings; maintaining FAAM PTA records; keeping a copy of and referring to Robert’s Rules of Order, Newly Revised; filing insurance; maintaining a list of all PTA members and submitting the list to the National PTA, and performing other duties as directed by the President, Board of Directors, and Executive Committee. The Secretary oversees the following committees, chairs, and coordinators: Communications Committee and Chair, Newsletter Coordinator, Photographer, Student Directory Coordinator, Website and Facebook Coordinator, and Yearbook Coordinator.
5. **Treasurer**: The Treasurer is elected by the FAAM PTA members, reports to the President, and is a member of the Board of Directors and Executive Committee. The Treasurer has custody of and maintains a full account of the funds, including receipts and disbursements, of the FAAM PTA; disburses money as authorized by the President, Board of Directors, and Executive Committee; has vouchers signed by two people: Treasurer and one (1) other officer; provides a written financial statement for the monthly meetings of the Board of Directors and general membership; presents an annual report of the financial condition of the FAAM PTA; submits books annually for an audit by the Auditor; and reports the findings of the annual audit the Board of Directors and general membership; prepares and submits tax forms. The Treasurer oversees the following position: Auditor. The ideal Treasurer nominee will have accounting experience.

**Committees and Appointed Chairs and Coordinators\***

1. **Auditor**: The auditor is appointed by the Board of Directors and reports to the Treasurer. The auditor is responsible for the annual audit of the FAAM PTA expenses.
2. **Awards Committee**: The Awards Committee Chair is appointed by the Board of Directors, is a member of the Board of Directors, and reports to the Executive Vice President. The Chair nominates and submits paperwork for the teacher of the year for the county and state, nominates a volunteer of the month, and oversees the PTA Reflections Contest Coordinator
3. **Back-to-School Bash Committee**: The Back-to-School Bash Committee Chair is appointed by the Board of Directors, is a member of the Board of Directors, and reports to the Vice President of Fundraising. The Board of Directors may appoint more than one chair. The Chair is responsible for selecting and overseeing sponsors, vendors, and donations; and organizing activities and volunteers. The Back-to-School Bash occurs in September.
4. **Box Tops Fundraising Coordinator**: The Box Tops Fundraising Coordinator is appointed by the Board of Directors and reports to the Fundraising Committee Chair. The Coordinator is responsible for overseeing the quarterly fundraiser by distributing instructions, submitting box tops, and selecting winning homerooms.
5. **Committee on Bylaws**: The Committee on Bylaws Chair is appointed by the Board of Directors and reports to the President. The Committee is responsible for annually reviewing the bylaws and suggesting changes to the Board of Directors.
6. **Communications Committee**: The Communications Committee Chair is appointed by the Board of Directors, is a member of the Board of Directors, and reports to the Secretary. The Chair is responsible for contacting local media to promote FAAM and overseeing the annual FAAM yearbook, annual student directory, the FAAM PTA website and Facebook page, and the monthly FAAM PTA newsletter.
7. **Cookie Dough Fundraising Coordinator**: The Cookie Dough Fundraising Coordinator is appointed by the Board of Directors and reports to the Fundraising Committee Chair. The Coordinator is responsible for overseeing the annual fundraiser in the fall.
8. **Copy Room Coordinator**: The Copy Room Coordinator is appointed by the Board of Directors and reports to the Volunteer Coordinator. The Copy Room Coordinator organizes and schedules volunteers to assist teachers with copying school work on a daily basis. The Coordinator may also select a volunteer to help oversee Kindergarten copying.
9. **Diversity Chair**: The Diversity Chair is appointed by the Board of Directors, is a member of the Programs Committee, and reports to the Programs Committee Chair. The Chair develops and coordinates outreach programs and activities.
10. **Fundraising Committee**: The Fundraising Committee Chair is appointed by the Board of Directors, is a member of the Board of Directors, and reports to the Vice President of Fundraising. The Board of Directors may appoint more than one chair. The Chair is responsible for overseeing the work of the Box Tops, Cookie Dough, Italian Ice, Mixed Bags, and Popcorn fundraiser coordinators.
11. **Grade-Level Coordinators**: Grade-Level Coordinators are appointed by the Board of Directors and report to the Volunteer Coordinator. Grade-Level Coordinators are responsible for disseminating information to the Room Parents.
12. **Grants Board**: The Grants Board is appointed by the Board of Directors. The Grants Board Chair is selected by the Grants Board and reports to the Executive Vice President. The Board reviews grant requests from the staff and teachers and confers with the Board of Directors.
13. **Hospitality Committee**: The Hospitality Chair is appointed by the Board of Directors, is a member of the Programs Committee, and reports to the Programs Committee Chair. The Chair organizes the Teacher Appreciation Luncheon, Teacher of the Year Award, retirement gifts for staff, and parent breakfasts.
14. **Immediate Past President**: The Immediate Past President is the previous year’s FAAM PTA President and is a member of and advises the Board of Directors and Executive Committee but does not vote in this position. He or she may simultaneously hold another office, chairmanship, or coordinator position.
15. **Italian Ice Fundraiser Coordinator**: The Italian Ice Fundraiser Coordinator is appointed by the Board of Directors and reports to the Fundraising Committee Chair. The Coordinator is responsible for overseeing bi-monthly fundraiser.
16. **Library Coordinator**: The Library Coordinator is appointed by the Board of Directors and reports to the Volunteer Coordinator. The Library Coordinator is responsible for consulting with the Librarian to arrange schedules of volunteers to serve in the library and Book Fair.
17. **Mixed Bags Fundraising Coordinator**: The Mixed Bags Fundraiser Coordinator is appointed by the Board of Directors and reports to the Fundraising Committee Chair. The Coordinator is responsible for overseeing the biennial fundraiser.
18. **Newsletter Coordinator**: The Newsletter Coordinator is appointed by the Board of Directors, is a member of the Communications Committee, and reports to the Communications Committee Chair. The Coordinator publishes a monthly FAAM PTA newsletter distributed to all students and parents.
19. **Nominating Committee**: The Board of Directors will nominate a minimum of three (3) people to serve as the Nominating Committee. The PTA will vote on the nominees. The Nominating Committee will appoint a Chair who will report to the Executive Vice President and PTA. The Nominating Committee is responsible for selecting officer nominees.
20. **Photographer**: The Photographer is appointed by the Board of Directors and reports to the Communications Chair. The Photographer photographs FAAM special events, field trips, and school activities for media promotion and use in the yearbook.
21. **Popcorn Fundraising Coordinator**: The Popcorn Fundraising Coordinator is appointed by the Board of Directors and reports to the Fundraising Committee Chair. The Coordinator is responsible for overseeing the monthly fundraiser.
22. **Programs Committee**: The Programs Committee Chair is appointed by the Board of Directors, is a member of the Board of Directors, and reports to the Executive Vice President. The Programs Committee Chair is responsible for overseeing the work of the Diversity Committee and Chair, Hospitality Committee and Chair, and Volunteer Coordinator. The Programs Committee Chair is responsible for developing and overseeing programs and events that add to the enrichment of students, parents, teachers, and staff.
23. **PTA Reflections Contest Coordinator**: The PTA Reflections Contest Coordinator is appointed by the Board of Directors and reports to the Awards Committee Chair. The Coordinator is responsible for overseeing FAAM’s submissions to the PTA Reflections Contest, which takes place in the fall.
24. **Representatives to Alabama State PTA Convention**: The Representatives are appointed by the Board of Directors and report to the President. The Representatives represent the FAAM PTA at the annual Alabama State PTA Convention.
25. **Representative to Montgomery County Council PTA**: The Representative is appointed by the Board of Directors and reports to the President. The Representative represents FAAM PTA at monthly Montgomery County Council PTA meetings.
26. **Room Parents**: Room Parents are appointed by the Board of Directors and reports to the Volunteer Coordinator. Room Parents are responsible for assisting teachers with preparing for field trips, parties, and special events. They act as a liaison between the teacher and class parents.
27. **Spirit Night Coordinator**: The Spirit Night Coordinator is appointed by the Board of Directors, is a member of the Fundraising Committee, and reports to the Fundraising Committee Chair. The Coordinator is responsible for selecting and overseeing monthly Spirit Nights at local businesses.
28. **Spirit Store Committee**: The Spirit Store Chair is appointed by the Board of Directors, is a member of the Fundraising Committee, and reports to the Fundraising Committee Chair. The Board of Directors may appoint more than one chair. The Chair is responsible for managing, fulfilling orders for, and stocking the Spirit Store, where FAAM-related items are sold. The Spirit Store is open one morning per week during the school year and is also open daily during August Open Houses and the first two (2) weeks of school.
29. **Student Directory Coordinator**: The Student Directory Coordinator is appointed by the Board of Directors and reports to the Communications Committee Chair. The Coordinator is responsible for the input of all student contact information into and the publishing of the Student Directory in the fall.
30. **Volunteer Coordinator**: The Volunteer Coordinator is appointed by the Board of Directors and reports to the Executive Vice President. The Volunteer Coordinator will maintain a list of volunteers and their interests and coordinate volunteers for the Copy Room, Library, Room Parents, and Grade-Level Coordinators and as otherwise directed by the Board of Directors.
31. **Website Coordinator**: The Website Coordinator is appointed by the Board of Directors, is a member of the Communications Committee, and reports to the Communications Committee Chair. The Coordinator is responsible for overseeing content on the FAAM PTA website, Facebook, and Twitter.
32. **Yearbook Coordinator**: The Yearbook Coordinator is appointed by the Board of Directors, is a member of the Communications Committee, and reports to the Communications Committee Chair. The Coordinator is responsible for selecting content and photos for, publishing, and distributing the annual yearbook.

\*A FAAM PTA member may hold more than one appointed position, at the discretion of the Board of Directors.