



**FRIENDS COMMUNITY ORGANIZATION  
SEEKS VOLUNTEERS FOR NEXT YEAR'S LEADERSHIP ROLES**

It's that time of year again and the Friends Community Organization is seeking nominations for Officers for the 2010-2011 school year!

If you have an interest or would like to recommend a fellow FSH parent for a leadership position in the FCO - complete the form below and return it to school by **April 9, 2009** or email [joyceplatfoot@mac.com](mailto:joyceplatfoot@mac.com) or [andrew\\_emma@yahoo.com](mailto:andrew_emma@yahoo.com). Join in the fun and make a difference with the Friends Community Organization!

Your name \_\_\_\_\_

Best way to contact you \_\_\_\_\_

I am interested in the following position: (See back for more information about the FCO and each role.)

- President                       FCO Representative                       Treasurer

I would like to nominate:

President \_\_\_\_\_

FCO Representative \_\_\_\_\_

Treasurer \_\_\_\_\_

I am not interested in one of the above positions, but I am interested in one of the following FCO roles:

- Becoming a Class Parent

Chairing/Co-chairing an Event

- Fall Family Fun Day                       Footsteps for Friends 5K Race                       Spring Fair  
 Holiday Gift Sale                       Winter Family Fun Day  
 Literacy Week                       Faculty Appreciation Luncheon

- Hosting a Parent Party in the Fall

- Other \_\_\_\_\_

Please share any comments or suggestions regarding the Friends Community Organization:

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For more information or questions, contact Emma Ominsky at 610.525.3641 ([Andrew\\_emma@yahoo.com](mailto:Andrew_emma@yahoo.com)) or Joyce Platfoot at 610.924.0922 ([joyceplatfoot@mac.com](mailto:joyceplatfoot@mac.com)).



**FCO Mission**—The Mission of the Friends Community Organization is to involve parents, guardians, teachers and staff in the life of the school through the planning and implementation of activities that enhance the FSH experience and promote community. The FCO also organizes parents to help the teachers, and aids in communication between parents, teachers and school administration. Finally, the FCO raises funds to support Financial Aid in addition to school needs identified by the Head of School. All parents, guardians, teachers and staff are members of the FCO.

**FCO Leadership**—The FCO Officers are the President, Treasurer, Representatives (2) and the Past President. FCO Officers (known as the Leadership of the FCO or LFCO) work with volunteer Event Chairs to organize FSH community events throughout the school year, and have responsibility for any FCO-managed school events. The FCO Officers attend a Leadership meeting regularly (consisting of the FSH CO Officers along with the Head of School and the Director of Development.). The LFCO serves as the liaison between parents and the school administration for FCO-sponsored activities.

#### **FCO Officer Position descriptions:**

- ◆ **President**—The FCO President serves as leader of and key contact for the FCO, presides over meetings and events, and in general supervises and manages all activities of the organization. The President’s duties include, but are not limited to: coordinating volunteers; overseeing staffing, timing, and planning of all FCO events; and setting a strategic vision for future FCO goals.
  - The President serves for one year, immediately following his/her term as LFCO member and then serves as Past President in the year following his/her term as President.
  - This position may be served by two persons as co-presidents.
  - Any member of the LFCO can serve as President after one year as member of LFCO.
  
- ◆ **Treasurer**—The Treasurer is responsible for maintaining accurate bookkeeping and financial reporting to the organization, its Leadership, and to the School’s outside accountants during its annual audit. An accounting degree is not required! He/she will make disbursements as properly authorized; work with the school Business Manager; keep financial records of FSH CO fundraising activities; and present financial reports to the LFCO and at FCO Meetings. He/she, or a representative, will be present at the Spring Fair to oversee cash disbursements and to reconcile funds. The Treasurer will prepare and submit a written annual report prior to the beginning of the following school year, and will work with the incoming treasurer at that time in order to facilitate a smooth transition.
  
- **FCO Representatives (2 positions annually)** — Two members of the LFCO are FCO representatives. Serving as members at large, the representatives assist the president in fulfilling the mission of the FCO. They are responsible for communications and connections. The FSH community is a diverse, talented and creative group of parents, guardians, teachers and staff who work together throughout the year to provide community-building, educational, social, fund-raising activities and service projects for the children of FSH and all community members. Recognizing that all community members have talent to offer and varying degrees of time available, Representatives assist the FCO in identifying needs, and cultivating ways to involve and engage members of the FSH Community in the various events and activities sponsored by the FCO. There is a strong “outreach” element to this position among families within the Community. Specific tasks can include contacting families and assisting event chairs in staffing. The Representatives shall also be responsible for regular communication to full membership. This includes the ensuring production of necessary communications for kid mail, the web and email.