



**Parent Volunteer Organization  
Faith Christian School  
By-Laws  
Revised: August 2021  
Approved by Board: August 26, 2021  
Approved by Head of School:**

## **Article I: Name**

The name of this organization shall be the Parent Volunteer Organization of Faith Christian School.

## **Article II: Authority**

This organization is authorized by the Board of Directors of Faith Christian School.

## **Article III: Mission Statement**

The PVO exists to build community at Faith Christian School by fostering indelible relationships and encouraging families, faculty, staff, and students through prayer and action.

## **Article IV: Membership**

All parents and legal guardians of part-time and full-time students of Faith Christian School are automatically members of the PVO. All members are encouraged to volunteer throughout the year. A fee per family per year will be charged to enable PVO community-building events and activities. This fee is to be evaluated and determined annually by the Administrative Team and the Head of School.

## Article V: Officers

### Eligibility

To be eligible for election as an officer, one must have been involved in the school for at least one full academic year. Exceptions to this can be made if the individual is appointed by a Head of School and/or a board member. All other board members and the Head of School must agree and approve the individual to be on the board.

### Nominations & Elections

The Vice-President of the PVO shall serve as the President if the President needs to step down or when the President's term is over. Those currently serving on board may nominate and vote. All nominations must be approved by the Head of School. A nominee for each of the offices shall be presented at the spring meeting of the PVO. Co-chairs of each position are allowed. An officer will be elected for the upcoming year if he/she receives a majority of votes cast. An officer's term will run for two years, from July 1st of the first year elected to June 30th of the second year. The PVO officer must be approved by the Head of School prior to assuming the position. The current president can be re-elected every two years with a board vote and approval of the Head of School.

### Positions

All Board positions (see descriptions below) are a two-year commitment. The Executive Board has the authority to adjust terms of office as needed.

The following shall be the offices of the Executive Board of the PVO:

- I. **President** - Shall lead the PVO board throughout the term in various events and responsibilities. The President shall be the presiding officer at all general PVO meetings and Executive Committee meetings. Meets regularly with Head of School. Serves as primary liaison between PVO and staff of FCS. Works with board to establish budget and priorities. Prepares the annual budget by August 1 of each year and meets with the Director of Finances at FCS for approval. Helps to recruit and coordinate volunteers for various events and activities as needed. Organizes and puts in motion activities for staff appreciation week in the spring semester. Signs off on purchases made from the PVO account in the event the treasurer is not available. The President is responsible for training the VP. The President has the authority to call additional meetings as necessary. The President shall have authority to appoint replacement Committee Chairmen and Officers should a vacancy occur before a term expires.
  
- II. **Vice-President** - The Vice-President shall serve in the absence of the President. The VP shall serve as an assistant to the President and perform all duties and responsibilities

along with the President. The VP shall serve at least one year under the President if in preparation for taking on the President role. When possible, it is beneficial for the vice president to be mentored into the role of president. The assumption would be that a vice president is being prepared to take over the presidency, but this is not a requirement of the position.

- III. **Secretary** - The Secretary shall keep the permanent minute book of the PVO, which shall include minutes of all general PVO meetings. Sub-committee meetings are not responsible for recording minutes. Minutes shall be placed on the PVO intra-communication software (Trello) to make them available to other members of the PVO board and forwarded to the Assistant Head of School for review. Minutes of the PVO board meetings can be made available to faculty, the FCS Board of Directors, and families of FCS if requested. The treasurer must be informed of any allocation or potential allocation of funds from any the PVO or any of its committees in a timely fashion.
  
- IV. **Treasurer** - The Treasurer will be responsible for receipts of purchases authorized by the President and Vice-President. The Treasurer will follow the outlined purchasing process at Faith Christian School (i.e. turn in non-electronic invoices with the Purchase Orders to have the funds disbursed via check or reimbursement disbursed via check). The Treasurer shall be the primary board member to sign off on purchases. The Treasurer shall maintain account balances and issue a report on said balances at all general Board meetings.
  
- V. **Lower School PVO Coordinator** - The Lower School Coordinator will liaison with FCS Lower School support staff and faculty to schedule staff/faculty appreciation luncheons throughout the year. The Lower School Coordinator will recruit volunteers to provide food for the luncheons and sub-committees to set up and take down after Lower School PVO-sponsored events. The Lower School Coordinator will coordinate skate parties and other events for the lower school students several times throughout the year (potentially teaming up with the Middle School Coordinator to mix the two cohorts). The Lower School Coordinator will meet separately with sub-committees and inform the general Board and President/Vice-President of progress on upcoming events.

The Lower School Coordinator will help collect, organize, assign, and train Classroom Coordinators and Class Party Coordinators at the beginning of each school year. The Lower School Coordinator will check in monthly with these individuals, providing encouragement, ideas, and training to foster fellowship between students and their parents. Will assist President and Vice-President with recruitment of more volunteers to serve throughout the school year, particularly lunch duty.

- A. **Classroom Coordinators** - Lower School Classroom Coordinators function as liaisons between teachers and class families, assist teachers with coordinating field trips and other functions, recruit volunteers as needed for classroom activities, and work with CPOs on parties. Classroom Coordinators also welcome new class members throughout the year. Classroom Coordinators assist teachers as needed (e.g. field trips, Project Faith class promotion, collating, etc.) Classroom Coordinators utilize updated Teacher Favorites forms (handled by the PVO) to organize (voluntary) recognition of the teacher's birthday, coordinate any group gifts for birthday, Christmas, end of year, etc.
  - B. **Class Party Coordinators** - Works with teachers and Classroom Coordinators to organize seasonal school parties via Sign-Up Genius.
  
- VI. **Middle/Upper School PVO Coordinator** - The Middle/Upper School Coordinator (and the Lower School PVO Coordinator) will liaison with FCS Middle/Upper School support staff and faculty to schedule staff/faculty appreciation luncheons throughout the year. The Middle/Upper School Coordinator will recruit volunteers to provide food for the luncheons and sub-committees to set up and take down after Middle/Upper School Coordinator PVO-sponsored events. The Middle/Upper School Coordinator will coordinate events for the middle and upper school students several times throughout the year (potentially teaming up with the Lower School Coordinator to mix cohorts). The Middle/Upper School Coordinator will meet separately with sub-committees and inform the general Board and President/Vice-President of progress on upcoming events.

The Middle/Upper School Coordinator will also assist the President with carrying out activities that are Upper/Middle School-specific such as graduations, grade events, field trips, etc. The Middle/Upper School Coordinator will assist the President and Vice-President with the recruitment of more volunteers to serve throughout the school year, particularly lunch duty.
  
- VII. **Lunch Duty Coordinator** - Recruit, organize and help train volunteers to help with lunch duty. Check and organize lunch supplies and let Ginny or Rebecca know when supplies are low (ex. Napkins, spoons, forks, etc.) We are asking that all families consider volunteering in this role monthly.
  
- VIII. **Events Coordinator** - The Events Coordinator(s) work with FCS administration and the PVO Board to plan events and recruit volunteers to assist in school-wide events such as Grandparent's Day, Veteran's Day, Harvest Hangout, Senior Graduation, Fifth-grade Promotion, etc. Event Coordinators also plan school-specific events and summer events to introduce new families to the FCS community. Event Coordinators update the Lower School Director and Middle/Upper School Director, as well as apprise the PVO Board of

planning progress, get purchases approved, and turn in receipts/invoices to the Treasurer.

- IX. **Prayer Warrior Team Coordinator** - The Prayer Warrior Team Coordinator facilitates a regular weekly meeting to pray for the Roanoke community as well as FCS staff, faculty, and students. Also coordinates with FCS Marketing to post social media reminders for the meetings. Lastly, The Prayer Warrior Team Coordinator works with the PVO Board to find ways to weave prayer more deeply into the fabric of the FCS Community.
  
- X. **Athletic Liaison** - The Athletic Liaison will coordinate opportunities for fellowship, community, and service, as well as highlight ongoing school activities as it relates to sporting events. The liaison will also assist the Athletic Director in recruiting volunteers for serving at games and with distribution and collection of uniforms. The Athletic Liaison will communicate directly with the Middle/Upper School coordinator in order to plan events that bring an all-school awareness to the athletic program, particularly focusing on bridging the gap between Lower School and Middle/Upper School parents/students.
  
- XI. **New Family Liaison** - The New Family Liaison will provide the necessary perspective from a family who is new to Faith Christian School so the PVO can continue to build community with new families, communicate the mission of the PVO and FCS to new families, and ensure new families understand the value the FCS traditions bring to families. This liaison's perspective will be communicated to the support staff of FCS to ensure the communication from FCS targets new families successfully.

## **Article VI: Meetings**

The PVO Board shall meet not less than two times during an academic year on dates and times determined by the Executive Committee. Adequate and reasonable notice of the meeting date and time shall be given to the membership. Meetings in which all members of PVO are invited will be held at the discretion of the PVO Board.

## **Article VII: Finances**

PVO membership dues will be collected at the beginning of the academic year and managed by the Treasurer. Dues not collected by the first full day of school will be charged to families by the Finance Office of FCS. The Head of School reserves the right to direct funds should there be justifiable reasons for doing so. (E.g. Significant pressures faced by the school.)

## **Article VII: Amendments**

These guidelines may be amended at any regular meeting of the PVO Executive Committee by a two-thirds vote of the members present, provided that notice of the proposed amendment be given at least 30 days prior to the meeting in which the votes will be cast and the amendments shall be subject to the Head of School.