



**Parent Volunteer Organization
Faith Christian School
By-Laws
Revised: July 2023
Approved by Board: [TBD]
Approved by Head of School: [Peter Baur]**

Article I: Name

The name of this organization shall be the Parent Volunteer Organization (PVO) of Faith Christian School in Roanoke, VA.

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 an individual is nominated by the Head of School, a member of the Board of Directors, or a PVO Executive Board Member.

Nominations & Elections

Those currently serving on the PVO 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 general board 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, beginning July 1st ending June 30th. The PVO officers must be approved by the Head of School prior to assuming the position.

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, Executive Board meetings and General Board meetings. Meets regularly with Head of School. Serves as primary liaison between PVO, staff and faculty of FCS. Works with Treasurer to establish 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 Faculty and 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 Vice-President (VP). The President shall hold a minimum of two (2), and preferably four(4), full Board meetings throughout the year, as necessary. The President shall have authority to appoint replacement Officers should a vacancy occur before a term expires.

- II. **Vice-President** - The VP 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 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. When possible, the VP should be preparing to serve as President following his/her term as VP but this is not a requirement of the position.

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- III. **Secretary** - The Secretary shall keep the permanent minute book of the PVO, which shall include minutes of all General PVO Meetings and Executive Board Meetings. The Secretary is not required to record sub-committee meetings. Minutes shall be distributed to the PVO Board via e-mail and forwarded to the Assistant Head of School for review. Minutes of the PVO Board meetings can be made available to faculty and staff, the FCS Board of Directors, and families of FCS if requested. The Treasurer must be informed of any allocation or potential allocation of funds for PVO purposes in a timely fashion.

- IV. **Treasurer** - The Treasurer will be responsible for receipts of purchases authorized by the President. The Treasurer will follow the outlined purchasing process at Faith Christian School (i.e., turn in invoices with a Purchase Order 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.

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

- V. **Lower School (LS) Coordinator** - The LS Coordinator will coordinate events for the lower school students several times throughout the year. The LS Coordinator will meet separately with sub-committees and inform the General Board and President/VP of progress on upcoming events.

The LS Coordinator will help recruit, train, and serve as the primary point of contact for Classroom Coordinators and Class Party Coordinators. The LS Coordinator will check in monthly with these individuals, providing encouragement, ideas, and training to foster fellowship between students and their parents. The LS Coordinator will distribute PVO-specific information, as needed, to the Classroom Coordinators for distribution to their classes. Will assist President, the Lunch Duty Coordinator, and Events Coordinator 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 Class Party Coordinators 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. Does not serve as a voting member of the PVO General Board.

- B. **Class Party Coordinators** - Works with teachers and Classroom Coordinators to organize seasonal school parties via Sign-Up Genius. Does not serve as a voting member of the PVO General Board.

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- VI. **Middle/Upper School Coordinator** (M/US Coordinator) - The M/US Coordinator will serve as a point of contact between the PVO and the Middle/Upper School Administration informing the President, Vice-President and Executive Board of pertinent information and upcoming events as appropriate. The M/US Coordinator will schedule up to three (3) parent events during the school year to foster community building relationships for parents. The M/US Coordinator will communicate to parents on a monthly basis staff and faculty birthdays and as needed, parent specific information about special events. The M/US Coordinator will schedule at least one (1) Middle School party before the start of the fall semester. The M/US Coordinator will encourage parents to occasionally attend school chapels, volunteer for school needs and attend special events as appropriate.

- VII. **Lunch Duty Coordinator** - Recruit, organize and help train volunteers to help with lunch duty.

- VIII. **Events Coordinator** - The Events Coordinator works with 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 FCS staff, faculty, students, families, and the Roanoke Valley. Also coordinates with FCS Marketing to post social media reminders for the meetings. 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. The Prayer Warrior Team Coordinator creates and distributes a monthly prayer calendar to the entire FCS community.

- X. **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. On occasion the New Family Liaison will coordinate/host new family events during summer and the fall. The New Family Liaison will work with the President and Director of Admissions to welcome new families to FCS.

- XI. **Faculty/Staff Appreciation Coordinator** - The Faculty/Staff Appreciation Coordinator is responsible for implementing four (4) meals for all Faculty and Staff during the school year, once per quarter with the final meal occurring during Faculty/Staff Appreciation Week. The Faculty/Staff Appreciation Coordinator will solicit the entire school community for donations of baked goods, drinks, etc. to facilitate each meal. The Faculty/Staff Appreciation Coordinator will recruit other volunteers, if needed, and work with appropriate school administration to schedule each of the four (4) meals. Additionally, the Faculty/Staff Appreciation Coordinator will be responsible for implementing the Faculty/Staff Adopt-a-Teacher program. This program will oversee each Faculty/Staff member being selected by a FCS family for prayer, encouragement and special treats and/or gifts by the assigned FCS family. The Faculty/Staff Appreciation Coordinator will remind and encourage families throughout the school year to remember their adopted Faculty/Staff Member and work to find replacement families if necessary.

Article VI: Meetings

The PVO Board shall meet not less than two (2) times during an academic year on dates and times determined by the Executive Board. 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 General Board 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.