

FSO CHAIRS & COMMITTEES

All committee/chair positions will be appointed by the Executive Board Members.

1. Volunteer Coordinator - President

- A. Track volunteer hours to report to the Principal and FSO President.
- B. In-school activities (e.g.: Picture Day, Bus Evacuation Drills)
- C. After-school events (e.g.: FSO Family Fun Events)
- D. Coordinates volunteer sign-ups with committee chairperson(s) in need of volunteers.
- E. Educates and helps parents understand the approved volunteer process.

2. Membership - President

- A. Organize the annual FSO membership drive and the on-going process to encourage membership.
- B. Set membership goals for each school-year, actively pursuing growth.
- C. Set-up and provide information and registration for membership at SES events.

3. SES FSO Representative - President

- A. Represents SES FSO at School Board meetings, and any Citizen Advisory Council meetings.
- B. Reports to the FSO Executive Board after meetings.

4. Fundraising Committee Chair - Treasurer & 1st Vice President

- A. Research possible fundraising activities to present to the FSO Executive Board.
- B. Upon Executive Board approval, canvas FSO general membership for interest and participation level on.
- C. Project profit based on cost of project and expected revenue.
- D. Collect, organize and submit order forms and payments using the electronic methods set in place. (square, google drive, google forms, sign-up genius).
- E. Work with the Treasurer in depositing fundraiser revenue.
- F. Organize pick-up and/or distribution of fundraiser items
- G. Coordinate with FSO Board to appoint volunteers to run specific fundraising events (mum sale, wreath sales, boosterthon, Spirit Nights etc.)

5. Spiritwear - 1st Vice President & Treasurer

- A. Research potential Spiritwear vendors and present options to the FSO Executive Board for consideration.
- B. Coordinate Spiritwear orders using electronic methods put in place.
- C. Coordinate the pick-up of spiritwear if the company is local.
- D. Oversee distribution of spiritwear when it arrives (if shipped).
- E. Maintain an electronic inventory of any past Spiritwear items which are stored in the FSO closet.
- F. Coordinates with the 1st Vice President.

6. Social Events Coordinator Chair - 2nd Vice President

- A. Research possible social events and activities to present to the FSO Executive Board.
- B. Upon Executive Board approval, canvas FSO general membership for interest and participation level on.
- C. Project profit based on cost of project and expected revenue.
- D. Collect donations (tangible items), organize volunteers using the electronic methods set in place. (square, google drive, google forms, sign-up genius).
- E. Coordinate with FSO Board to appoint volunteers to run specific social events (Winter Wonderland, Fall Festival, VIP Day, Heart Rock Dance, Field Day, Ice Cream Social)

7. Yearbook Committee Chair - 2nd Vice President

- A. Coordinate a team of volunteers to assist in creating the yearbook
- B. Work with the yearbook company to ensure that deadlines are met.
- C. Request funds be dispersed from the treasurer to pay for the yearbook.
- D. Coordinate with staff and teachers to ensure that names and student photos are accurate.
- E. Coordinate and promote the 5th grade cover contest.
- F. Coordinate with the Corporate Sponsorship Chair to obtain community business sponsorships.
- G. Assign, oversee and coordinate with 5th Grade Dedication's volunteer.
- H. Promote the yearbook sales and set deadlines for purchasing.
- I. Coordinate the distribution of yearbooks.

8. Cultural Arts Chair - 2nd Vice President

- A. Assess the needs of the school in bringing in fun and educational programs for the enrichment of the children's educational experience.
- B. Coordinate with the Principal and Vice Principal to ensure the program content is in line with the goals of SES Staff.
- C. Complete needed paperwork to schedule various cultural arts assemblies, including procuring payment to artists.
- D. Complete grant application paperwork for Calvert Arts Council and others, as applicable..
- E. Coordinate with the art and music teachers at SES to source ample volunteers for the yearly Student Art & Music Exhibition.
- F. Assist as needed to coordinate volunteers for the Drama production at SES.
- G. Coordinate with FSO Board to appoint volunteers to run specific cultural events (book fair, art show, talent show, etc.)

9. Corporate Sponsorship - Treasurer

- A. Coordinate with other Committees such as Fundraising to ensure a concerted and joint effort in reaching community and regional businesses.
- B. Obtain community business sponsors for the yearbook.
- C. Collect and redeem Box-Tops and similar programs such as Coke, etc.
- D. Promote and educate members about grocery stores and Amazon Smile programs.
- E. Source sponsorships for T-shirts (Kindergarten, 5th Grade, Boosterthon, etc.)

10. Military & New Family Liaison - Secretary

- A. Works with SES staff to maintain a list of all military families both incoming and outgoing.
- B. Works with the FSO Executive Board to coordinate quarterly events for military families.
- C. Coordinates with SES to welcome new families.
- D. Attend and support the new family orientation nights and events.

11. Communications Chair - Secretary

- A. Create flyers and marketing for events.
- B. Updates the FSO website
- C. Maintain social media
- D. Creates FSO Newsletter

12. Grade Level Representative - Grade Level Chair

- A. One representative for each grade level, pre-k through 5th.

13. 5th Grade Committee Chair - Grade Level Chair

- A. Form a group of 5th grade families to help assist them.
- B. Coordinates 5th Grade Funhouse during Fall Festival.
- C. Plan and coordinate with 5th grade teachers to implement.
- D. Helps promote the 5th Grade Yearbook Cover Contest.