**Beck Family Volunteers**

**2021-2022 School Year Executive/Committee Chair Position Nominations**

**EXECUTIVE BOARD- to hold an Executive Board position you must have chaired a key committee for 1 year**

President (Executive Board): Presides over meeting, liaison with school principal and other school officials. Fundraising and Social committees report to the President

Vice President (Executive Board): Back up for President. Beautification, Hospitality & Curriculum committees report to the Vice president.

Treasurer (Executive Board): Tracks all expenses & profits. Completes financial reports (budget, treasury reports, check books) and reports to IRS.

Secretary (Executive Board): Takes minutes at meetings, copy and distribute minutes, and attendance list. Communication committee reports to the Secretary.

**COMMITTEE CHAIRS**:

Communication Chair: Oversees all communications; including website, Facebook, email, weekly email blasts to parents, and updates parent liaisons after each meeting. Also the bulletin board, school sign, events flyers and distribution when needed.

Hospitality Chair: Oversees various charity and donation programs, coordinates get well notices, and organizes staff appreciation events

Beautification Chair: Oversees school landscape/flowers/etc., holiday displays inside the school, welcome back/farewell designs. Event examples-school clean up, Halloween & Christmas display outside the Media Center.

Fundraising Chair: Plans, organizes and schedules fundraising events and tracks funds raised. Events include fun run, carnival, Santa shop and box tops. (recommend having a co-chair)

Social Chair: Plans, organizes and schedules school wide community events and tracks funds raised.

Please return the below portion by Thursday, May 27, 2021 to ATTN: 2021-2022 BFV Nominations or email your nomination to beckfamilyvolunteer@gmail.com. Voting will take place at the June 7th meeting at 6pm.

 **2021-2022 BFV Committee Nomination**

NOMINATED PERSONS NAME (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person nominated phone number/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Executive Board**:

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vice President:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Treasurer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Chair**:

Communication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Beautification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hospitality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraising \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_