



## Officer Job Description

President

### Parent University Executive Board Mission Statement

“fulfill my joy by being like-minded, having the same love, being of one accord, of one mind. Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others.”

Philippians 2: 2-4

The Parent University Executive Board is composed of the President, Vice-President, Secretary and Treasurer. Its primary purpose is to work in tandem with school administration to achieve the common goal of making Fort Myers Christian School a school of excellence where it can be a leader in the local community and a witness for Jesus Christ.

Officer Position: President

Reports to: Principal & Business Manager

Professional Skills: Organization, Delegation, Communication and Vision

Job Summary: The President is the head of Parent University. This position is responsible for overseeing all of the events run by Parent University. This is accomplished by selecting chair people, planning meeting and event dates, organizing volunteers, delegating tasks and communicating effectively, professionally and personally with both school administration and all members of Parent University. The President is responsible for the planning, preparation and holding of all Executive Board and Full Board meetings within Parent University. Responsibilities also include setting the Parent University fiscal budget over the summer with school Business Manager and School CPA and achieving fundraising goals set throughout the school year. Other responsibilities include public speaking at Teacher “welcome back” Luncheon, Orientation, Open House, Parent University Night-Time Kick-Off meeting or at the principal’s request. Vision is a must for this position. The President must generally keep about three months ahead at all times in the planning and implementation of all Parent University events. Also responsible for setting Parent

University Family Fun nights and updating school web-site.  
Communication with the principal's office, administrative staff and all members of Parent University is essential. Must possess a cell phone with voice, e-mail and texting capabilities in order to be able to be contacted and be kept informed about events on campus at all time

In Summary: In terms of communication, the President is in constant communication on a daily basis with the principal, administrative staff or members of Parent University at any given time in order to oversee and plan events.

Meetings (Internal and External)

Setting Fiscal Budget

Fundraising/Parent University Family Fun Nights

Public Speaking

Writing Abilities (New Parent Letter, Summer Scoop, Update Web-Site)

Planning and Running General Parent University Meetings

Participation in Parent University Executive Board Meetings

- Planning Executive Board Meetings
- Determining subject agendas
- Gathering input and making decisions from input from other Parent University Officers

Physical  
Abilities:

Must be able to pick up and/or lift at least a 5 lb. box