



## Officer Job Description

Vice-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: Vice-President

Reports to: President

Professional

Skills: Computer literate, business sense, work well with others, adaptable and flexible.

Job Summary: Working with the President and the Principal to accomplish the same goals of making FMCS a fun and successful fund raising year. Leaving all personal agendas aside and focusing on what is best for the school and the students.

Teacher Relations – providing gifts and/or cards to celebrate teachers' birthdays, special occasions and holidays throughout the year.

What ever it takes. We wear lots of different hats, so being flexible with your time is very important.

Participation in Parent University Executive Board Meetings

Physical

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