

FHS Tribal Council Parent Club

Available Positions for 2018-2019

Terms of office: One term shall coincide with the school year. Officers are elected for office for a two (2) year term.

President:

- Serve as the primary contact for the principal, represent the organization, serve as an ex officio member of all committees and coordinate the work of all the officers and committees so that the purpose of the organization is served
- Chair the meetings of the membership
- Modify or add to the addenda if it is determined to be in the best interest of the organization
- Provide agenda at all regularly scheduled meetings

Vice President:

- Assume all duties and responsibilities of the President in his or her absence (as indicated below):
 - Chair the meetings of the membership
 - May modify or add to the addenda if it is determined to be in the best interest of the organization
 - Provide agenda at all regularly scheduled meetings
- Keep all members informed about the about the activities of the Tribal Council Parent Club
- Monitor and inform FHS staff in charge of updating the website with any updates

Secretary:

- Clarify and keep at the principle office of the Tribal Council a copy of the bylaws, as amended or otherwise altered to date
- Keep the principle office of the Tribal Council a membership list that includes the names, email addresses and/or phone numbers of each members
- Attend and take minutes at every meeting and provide copies of previous meeting minutes.
- Maintain social media on behalf of the Tribal Council Parent Club

If you have any questions, please email fhs.tribalcouncil@gmail.com.