



# *Families of Denison Montessori*

## Join the Families of Denison Montessori (FDM) Executive Board!

March 2, 2018

Denison's parent and family organization, Families of Denison Montessori (FDM), is holding elections for its Executive Board in April. The FDM meets monthly (with additional meetings as needed) to plan events and fundraisers for our school. With your involvement, Denison Montessori will have a more active and involved community and more resources to support our students. For more information on the goals of FDM, visit [FDMontessori.com](http://FDMontessori.com).

FDM meets on the second Tuesday of each month from about 4:15-5:30 P.M. with potential for additional meetings, particularly in October and January, and Executive Board and committee meetings as needed. The FDM Executive Board officers attend meetings and help with the other duties of FDM. Officers serve a term of one year and one month, from May 1, 2018 to June 1, 2019.

Any Denison parent or guardian may join the Executive Board if he/she has attended at least two FDM meetings in the school year prior to the election. Chairs must have served as a board member during the prior term.

If you are interested in joining the FDM Executive Board, please submit your name and a description of why you would be a good candidate on the reverse side. You may also nominate another person with a description of why he/she would be a good candidate. The nominating committee will correspond or meet with interested parents and will post a slate of officers-elect at the PTO meeting in May. Please contact Cristina or Amanda via the school office if you have questions about officer duties and responsibilities.

Nomination forms should be returned to the Denison Office no later than Tuesday, March 13<sup>th</sup>, 2018 at 9:00 A.M. You may also bring a nomination form directly to the March FDM Meeting on Tuesday, March 13<sup>th</sup>, at 4:15 P.M. in the Denison Library. We will send ballots home in Friday Folders that will be due at the April 10<sup>th</sup> FDM Meeting.

**Please see the FDM Executive Board Officer roles and responsibilities on reverse, as well as the nomination form.**

**Thank you for your input!**

## **FDM Executive Board Officers and Responsibilities**

**2 Chairs:** preside over meetings of FDM and the Executive Board, serve as a primary contact for the principal, and represent the organization at meetings outside of the organization

**Vice Chair:** coordinates the work of all the officers and committees, assist the Chairs, and carry out the Chairs' duties in absence or inability to serve

**Recording Secretary:** keeps records of the organization, takes and record minutes, prepares the agenda, handles correspondence, and sends notices of meetings to membership; keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies

**Treasurer:** receives all funds of the organization, keeps an accurate record of receipts and expenditures, and pays out funds; presents a financial statement at every meeting and makes a full report at the end of the year

**Communications Secretary:** manages communications and marketing for FDM, including FDM newsletters, email broadcasts, website, bulletin boards, etc.

**Fundraising Liaison:** coordinate the selection, advertising, implementation, and reporting of all fundraisers

## **FDM Executive Board Nomination**

Your Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred language \_\_\_\_\_

Name of Interested / Nominated Candidate(s) \_\_\_\_\_

Officer Position(s) for this Nomination \_\_\_\_\_

Children's names and room numbers (if not known for a nominated candidate, leave blank):

\_\_\_\_\_

Reason for nominating (what special talents or skills could benefit FDM and Denison?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Your input counts at these meetings even if you cannot commit to serve on the FDM Executive Board.**

Meetings are open to all in the Denison community.

**Please feel welcome at the FDM meetings on the 2<sup>nd</sup> Tuesday of each month  
at 4:15 P.M. in the Denison Library.**