

Hello Members -

As you may be aware, the PEC has grown a tremendous amount since it was born. Our current structure includes two co-presidents and a treasurer. In order to more fully accomplish our goals, we are proposing a change to our current board. We are creating additional board positions as well as committee chair positions and hope that more members will get involved.

Attached is a list of the new positions and volunteer opportunities. Please take a look at them and decide where your talents could be used and where you'd like to be involved...

Please send a message to bernardspec@gmail.com with your interest prior to Thursday December 23rd.

Our next PEC meeting will be **Tuesday January 11th at 1pm**. We will meet at the Bernards Township Library, Room A. At this time, we will be appointing the new board and voting on any positions that have numerous candidates. Please note that some positions can be shared with another member. As we get volunteer names, Sherry Nelson and Stacey Irvine (our nominating committee) will be contacting you.

All new positions will be in effect immediately after the January meeting. The existing co-presidents and treasurer positions will transition in May. This will allow consistency with BOE and PTO president meetings and coordinate with the school year.

We are really looking forward to continuing to make the PEC a strong community organization and look forward to a great year ahead!

Lisa McNey and Monique McHenry
Co-Presidents
Bernards PEC

Bernards PEC - Volunteer Opportunities

Executive Board

Co-Presidents

- Responsible for scheduling, creating agendas, and running the social and business meetings for the PEC
- Schedules and Coordinates Quarterly meetings with Special Education Administration
- Coordinates representatives for each school for meetings with the Administration
- Represent the PEC at monthly PTO president's meetings
- Coordinate the efforts of all the officers and committees so that the purpose of the PEC is served.

VP Communications

- Responsible for keeping the PEC **Website** current
- Responsible for building local publicity for the PEC
- Creates and Distributes a Monthly or Quarterly **Newsletter**
- Responsible for notifications thru the Friday Folders
- Responsible for keeping brochures current and with all school CST members and at all back to school nights
- Coordinates the PEC booth at **Charter Day**

VP Programming

- Responsible for coordinating recreation and community programs
- Coordinates chairpersons for programs
- Works with Special Education Administration to determine need and interest in parent training
- Periodically surveys membership to determine interest and need for additional programming
- **Recreation Dept Liaison**
- **Mentor Program**
- **Autism Awareness**
- **Sensitivity Training**
- **Holiday programs**
- **Community Programs - Bowling / Gymnastics/ etc.**

VP Fundraising

- Responsible for coordinating fundraising events
- Responsible for approaching local businesses for funds and sponsorships
- Assists treasurer in filing necessary registrations as they relate to the fundraiser
- **Grant writing**

Treasurer

- Creates yearly budget and presents to board and membership
- Creates and presents quarterly statements
- Keeps accurate record of receipts and expenditures and pays out funds in accordance with approval of the executive board
- Responsible for working with CPA on book audits and timely filing of tax reporting requirements
- Responsible for all necessary registrations and filings

Secretary

- Responsible for taking meeting minutes at all business meetings and sending them to the members (or posting on website)
- Take minutes at executive board meetings and distribute to board members
- Maintain a file of all agendas, minutes and materials from official meetings
- Responsible for **Membership Outreach**. Collects emails for new PEC members and welcomes new members.
- Assists with Volunteer and Committee Chair Recruitment
- Creates and coordinates the **Caring Committee**.
- Responsible for Nominating Committee for elections

Committee Chair Opportunities

- **Website**
- **Newsletter**
- **Charter Day**
- **Recreation Dept Liaison**
- **Mentor Program**
- **Autism Awareness**
- **Sensitivity Training**
- **Holiday Programs**
- **Community Programs (bowling, gymnastics, etc)**
- **Grant Writing**
- **Membership Outreach**
- **Caring Committee**