



Hello CSI Family,

We have successfully completed another school term and for that we thank all of you. In order that we may plan for the upcoming school term, we are asking for your support. If you are interested in serving on the Friends of Carolina School for Inquiry (FOCSI) committee, we would like for you to complete the attached application and state your interest. *The purpose of the Friends of C.S.I. is to assist and encourage family members, friends, students, and teachers in the critical job of education the students of Carolina School for Inquiry.* Please consider how your talents, skills, and interests can best support our mission. Check the committee(s) you are willing to help with or be a Chair or Vice-Chair. The offices available are:

- **President** - Preside at all meetings. Coordinate the work of the FOCSI Council. Oversee creation of new or ad-hoc committees as needed. Represent CSI at various events as needed. Serve as a liaison with the school's Lead Teacher/ Administration. Designate parent representatives to serve on committees.
- **Vice President** - Act as an aide to the President. Perform the duties of the President in his/her absence. Support committees and committee chairs as needed. Serve as committee chair or member as designated by President.
- **Secretary** - Record minutes of all meetings/proceedings to be posted on CSI webpage. Maintain permanent files of minutes and by-laws, as well as other pertinent documentation. Handle general correspondence of the FOCSI. May be assigned additional duties such as letters of correspondence.
- **Treasurer** - Have custody of and maintain a full account of the FOCSI funds. Keep full and accurate account of receipts and expenditures. Help Executive Board prepare a budget for the school year. Provide a written financial statement at each FOCSI meeting and to members. Prepare an annual financial report. Schedule an annual audit of accounts at end of each fiscal (school) year.
- **Volunteers Coordinator** – Attend meetings and CSI functions to assist and support.
- **Fundraising Chair Person** – The Fundraising Chair is in charge of organizing fundraising opportunities for the FOCSI such as ad sales, car washes, and phone-a-thons, school fundraisers and etc.
- **Business Partners Chair** – Work to find business partners to support CSI and its endeavors/efforts
- **Volunteer Assistants/Delegates** – Attend meetings, offer input and assistance

## **Committee Chairs Positions/Responsibilities**

**BOOK FAIR:** Coordinate annual book fair, which includes planning and overseeing all aspects of the annual book fair(s). Coordinate publicity and volunteers. Schedule book fair with administration.

**HOSPITALITY:** Coordinate teacher breakfasts and lunches and other events included throughout the year as per administration. Purchases made with FOCSI's budgeted funds. Maintain all supplies needed for use by this committee.

**MEMBERSHIP:** Coordinate membership registration drive, including collecting and processing membership forms and dues. Issue membership cards and maintain a current list of members. Report membership to Treasurer for monthly filling. Maintain list of volunteers and distribute to officers and committee chairs.

**NOMINATIONS:** Coordinate filling open FOCSI Board (Officer and Committee Chair) Positions. Recruit parents for open positions in conjunction with faculty and staff

**YEARBOOK:** Coordinate and plan for school yearbook. Coordinate and schedule volunteers to take yearbook orders and distribute to classes.

**This list of committees is not final and can be changed or altered as the President , officers, and members see that additions need to be made.**

Thank you for your support and consideration,  
The Full CSI Family

