



17/18 FTC Leadership Council Positions Available

Positions

Back to School Social Coordinator – Prepare event plan in conjunction with FTC Leadership Council and the schools. Provide an event flyer; procure necessary supplies; coordinate volunteers with Volunteer Coordinator and set up and attend the event in a supervisory position. *Position can have co-coordinators.*

Newsletter Assistant - producing the monthly newsletter for FTC. This would involve pulling together items people want in the newsletter, designing the page and coordinating with the school on schedules and timing.

Website/Remind Coordinator - update the website routinely; make suggestions on website content; monitor website for problems; send out Remind text messages.

Event Photographer – take pictures at FTC events, edit, organize and upload pictures to designated server. *Can have multiple people.*

Raffle Coordinator – Assist in getting raffle prizes for events in conjunction with event coordinators; Obtain and prepare raffle prizes for events; ensure there is appropriate raffle signage; ensure raffle prizes are at event; oversee the raffle drawings and ensure a list of winners is prepared

Sports Concessions Coordinator – Run concession sales at school sporting events, including obtaining necessary supplies and locating volunteers. Ensure volunteers have training and access to supplies, as well as providing oversight of concession money. *Position can be shared by several people.*

Event Concessions Coordinator – oversee concession sales for FTC events, including planning what is going to be sold and ensuring inventory is available; coordinating volunteer coverage with Volunteer Coordinator; assisting with sale as necessary

Sponsorship Assistant – Assist in identifying potential event and campaign sponsors and preparation of sponsorship materials; prepare sponsorship letters; follow up with prospects after ask; ensure promised sponsorship benefits are completed

Committees

Welcome Committee – Make families coming into the district aware of district events and opportunities and answer any questions they may have. We will also need people to act as mentors to new district families. Recommended for those with children in 1st grade or older who have been in the district at least one year. This committee will meet in the summer and at the beginning of the year.

Teacher Appreciation Committee – FTC recognizes Teacher Appreciation Day in May at each of the schools. This committee would recommend how FTC wants to recognize and celebrate the teachers, buy any necessary supplies and provides the recognition on the designated day.

New Initiatives Committee – FTC receives many new ideas each year on fundraisers, events and other initiatives it could consider. This committee would collect ideas, consider the feasibility and potential income (if applicable) and make recommendations about which ideas to pursue to the Leadership Council, taking into account the time involved, the potential income and the timing in relation to existing and approved activities. This committee would meet throughout the year as warranted.

FTC Cares Committee – FTC has been providing holiday meals to district families in need for several years, as well as assisting families in need. This committee will coordinate the holiday meal/gift to district families in need; vote on disbursements for FTC Cares requests; discuss and recommend to Leadership Council any changes in the FTC process and systems.

Please contact Holly Sloan (hsloan@saltcreek48.org) or Julie Tobias (jtobias@saltcreek48.org) if you are interested in any of the positions or would like to find out more information. Thank you!

5/15/17