



Deer Park

Special Education Parent Faculty Club

We are looking for dedicated individuals to join our team!

Board Position Elections for 2024-25

Available Executive Board Positions:

- Secretary ● Public Relations Correspondent
- Fundraising Coordinator ● Membership Coordinator

Must be a Parent/Guardian of a current student with special needs or a current DPSD Faculty Member to apply.

If interested in running for an open position, please submit your letter of interest along with a bio to deerparksepfcc@gmail.com by May 24th!



Duties and Responsibilities of Board Positions:

Secretary

- Take minutes at all meetings.
- Keeps records of all meeting minutes.
- Manage all correspondence on behalf of the SEPFC with non-district persons/companies and with President's approval.
- Distribute minutes on social media and/or via email.
- Distribute meeting flyers and presentations.

Public Relations Correspondent

- Manages social media presence including all social media postings once approved by President or Vice President.
- Posts meetings to social media.
- Creates flyers for all meetings and events.
- Creates programs and other documents for larger events.
- Keeps records of all meeting and event flyers
- Distributes meeting flyers and presentations.

Fundraising Coordinator

- Coordinates all fundraising including but not limited to annual or semi-annual galas/dinners, monthly community events with local businesses and other activities to raise funds to support our children.
- Works within budget decided by the board.

Membership Coordinator

- Creates and executes, with board approval, a plan to increase parent/guardian/caretaker membership across grade levels and placements.
- Attends PFC meetings at all schools.
- Sets up tables at district events including but not limited to Meet the Teacher nights and Homecoming, to introduce the SEPFC to more parents and recruit new members.

Please review job descriptions when considering running and understand being on the board requires time, work and commitment.