



[www.fosn.net](http://www.fosn.net)

Skinner North Classical School • 640 West Scott Street • Chicago, IL 60610 • P: 773.534.8500 • F: 773.534.8502

## **FOSN elections for 2017-2018 team**

To: Skinner North Families

From: Alison Finely, President 2015-2017  
FOSNemail@gmail.com

### **DEAR SKINNER NORTH FAMILIES,**

If you have ever wanted to find a way to work with some great, dedicated and creative people or have a lot of ideas on how we can support our educators and students at Skinner North, then here is your opportunity! Run for a one-year term as a FoSN officer or committee chair!

As a committee chair you enhance our Skinner North community with opportunities for our students and their families to experience the Skinner North spirit of unity, curiosity and outreach.

From designing sets for Drama Club, service opportunities with the Chicago Food Depository to supporting our dedicated teachers with various events (Literacy Night, Specials Night, Art Night etc.) without you, the parents, we wouldn't be able to offer wonderful events and activities for our students.

We hope you consider joining the leadership team of FoSN to plan another year of memorable events for our Skinner North families and can support our wonderful Skinner North faculty to enhance the school day for our students.

**Please review the following material and complete and turn in the nomination form by Tuesday, May 23, 2017 and feel free to contact me with any questions you have.**



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## **FOSN election materials for 2017-2018**

Election Day: Tuesday, June 6, 2017 – 5 pm

Candidate Materials due: Tuesday, May 23, 2017 – 4 pm

A high level of parental involvement is one of the reasons Skinner North is such a wonderful environment for our children. The Friends of Skinner North offers volunteer opportunities for families throughout the year, including our Walk-a-thon, International Night, Starry Night, and service and sustainability projects.

The nomination period for officers and committee chairs is open. If you are interested in serving as an officer or committee chair, please review the eligibility requirements and duties.

**Complete the information below and turn it into the FoSN mailbox in the main office or email it to FoSN secretary Kartika Sujdak via email by 4:00pm on Tuesday, May 23 , 2017.**

The information you submit will be reproduced and distributed at the June 6, 2017 meeting. Each candidate will have the opportunity to speak for ONE minute at that meeting to describe their qualifications.





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## FoSN Officers

**Eligibility:** Members are eligible to be elected to an officer position if they 1) are members at least 6 months prior to the election meeting, and 2) have attended the Fall FOSN meeting of the Membership for the current school year. A waiver from these eligibility requirements may be granted by a majority vote of the Executive Committee.

### **President**

The President shall preside over meetings of FOSN and the Executive Committee, serve as the primary contact between FOSN and the Principal, represent the organization at meetings outside of FOSN, serve as an ex-officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

### **Vice President**

The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve.

### **Secretary**

The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. Notices may be sent by mail, email, fax or by flyer sent home with the children. The Secretary also keeps a copy of the minutes, bylaws, rules, membership list, corporate documents and any other necessary supplies and brings them to the meetings. The Secretary shall serve as the Registered Agent of the organization with Illinois Secretary of State and is responsible for ensuring prompt filing of all necessary annual corporate reports.

### **Treasurer**

The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Committee. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Committee, and make a full report at the end of the year. The treasurer is responsible for filing all necessary state and federal income tax reports and/or coordinating with approved accounting personnel hired by FoSN.



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## Committee Descriptions

Committee chairs lead committee meetings, organize the work and interact with the administration. The chair also serves on the FoSN Executive Committee. Each committee determines its annual work plan.

**Eligibility:** Members are eligible for a Standing Committee Chair if they are Members who have attended the fall meeting. A waiver from this eligibility requirement may be granted by a majority vote of the Executive Committee.

### **Arts Committee**

It is the mission of the Arts Committee to promote positive connections between the broader arts community, teaching staff and parents, as well as to create an arts culture at Skinner North where the visual and performing arts are recognized, valued and experienced by all Skinner North Students. The Arts committee provides volunteers to assist the needs of the art and music teachers at Skinner North, builds permanent art displays to beautify the school and brings professional performances and workshops to the school so that all four art forms (visual art, music, theater and dance) can be represented.

### **Audit Committee**

This committee will review the financial health, use of funds and prepare financial reports as needed for the Friends of Skinner North.

### **Communications Committee**

This committee's goal is to create marketing materials, newsletters, and to manage and develop the FoSN website and its contents.

### **Community Relations Committee**

This committee connects with businesses, social and government outreach programs, including community neighbors, Chicago Park District, Chicago Housing Authority, Police and Fire Departments, and our Alderman. We foster working relationships with other schools and signature community partners. Please let FOSN know if you would like to be involved with NNUP - we are looking for some parents to be involved in some of the committees.

### **Fundraising Committee**

This committee's goal is raising funds to supplement and support the Friends of Skinner North's Annual Budget, which may include resources for technology, science, arts, etc. This is done through the 3 main Fundraisers held each year, Walk a Thon, Bridge the Gap and Starry Night. The Fundraising Committee will also have a subcommittee, which includes Grant Research and Grant Writing to support the needs of the school.



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**Service Committee**

This committee will build a sense of service within and outside our school, bringing in outside volunteers to improve our school, and also exposing our school community to volunteer service beyond Skinner North. If you can't come to meetings or can't make it to the school to help we can still use you.

**Social Committee**

The social committee will organize and execute social events for Skinner North. The main goal is to plan fun events that are enjoyable and will develop a sense of community amongst our families at Skinner North.