



**Community Support Network  
Free Horizon Montessori**

# The CSN: What and Why?

## What:

- The CSN is like the PTO for Free Horizon Montessori.
- We are the same entity as the Free Horizon Montessori Foundation, a 501(c)3 non-profit that supports FHM and processes fundraising.
- Every parent / guardian of a FHM student is a member of the CSN.
- The CSN is governed by a board. All board positions are filled by volunteers.

## Why:

- The CSN encourages community building and fundraising in support of FHM.
  - Finances: As a charter school, FHM faces unique financial challenges. The CSN exists, in part, to raise necessary funds to keep FHM financially stable.
  - Community Building: We focus on creating a welcoming school environment, encouraging student and community involvement, and staff appreciation and support.

# The CSN Board

The Board is a governing body of volunteers that use their time, skills, and best efforts to promote the purpose and vision of the Community Support Network. There are currently nine voting members of the board: President, Vice President, Treasurer, Secretary, Communications Chair, Marketing Chair, Fundraising Chair (sometimes two positions), Community Liaison, and Volunteer Program Manager. As board members change, the Board is encouraged to adapt their meeting times and schedules and, sometimes, their roles and responsibilities in order to accommodate board members whenever possible.





# Volunteer Program Manager

## **Quick Facts:**

- Two year commitment.
- Position requires five to ten work hours per month on average.
- Required meeting attendance may include:
  - One-day Annual CSN summer retreat.
  - Monthly CSN Board Meetings .
  - Various committee meetings as necessary.
  - At least once per year attend an FHM Board meeting.
  - CSN Community Meetings.



**Purpose:** To coordinate all volunteer activities within the school to ensure strong functioning of FHM and a support network for FHM staff. Through the Volunteer Database program, communicate volunteer activities and successfully engage parents in volunteer work and track volunteer hours for FHM reporting.

**Qualifications:** The Volunteer Program Manager should have a strong eye for detail, be computer and internet savvy and be able to organize and track large amounts of information.

## **Roles and Responsibilities:**

- Communicate with staff and room parents for classroom needs.
- Communicate through database users for signup list and volunteer needs.
- User management in the database.
- Report volunteer hours.
- Create volunteer handbook.
- Liaises with Website Coordinator to make sure current information is posted on website.
- Liaises with Signup List Coordinator to create and publish signup genius lists for events, wish lists, TCAP snacks, etc.



# Community Liaison

## **Quick Facts:**

- Two year commitment.
- Position requires four to six work hours per month on average.
- Required meeting attendance may include:
  - One-day Annual CSN summer retreat.
  - Monthly CSN Board Meetings .
  - At least once per year attend an FHM Board meeting.
  - CSN Community Meetings.



**Purpose:** To provide a warm welcome to new FHM families and develop and assist with community building activities and events throughout the year.

**Qualifications:** The Community Liaison should have a desire to meet and welcome new families to FHM, enjoy interacting with new people and in large groups; and enjoy being the caretaker of FHM teachers and staff.

## **Roles and Responsibilities:**

- Welcome new FHM families via phone within two weeks of admission and monthly thereafter as new families join FHM or oversee a committee dedicated to doing so.
- Facilitate annual and recurring events such as, “Back to School Picnic”, “Fox Trot”, “Village Nights”, “Spring Fling”, “Community Coffee / Meet and Greet”, and “Staff Appreciation Month.”
- Create and oversee committees as necessary to support events.



# Fundraising Chair

## **Quick Facts:**

- Two year commitment.
- Position requires five to ten work hours per month on average.
- Required meeting attendance may include:
  - One-day Annual CSN summer retreat.
  - Monthly CSN Board Meetings.
  - At least once per year attend an FHM Board meeting.
  - CSN Community Meetings.
  - Occasional FHM Board of Directors Finance Committee Meetings.



**Purpose:** To provide leadership and oversight for all CSN fundraising activities to meet FHM's Strategic Goals in a timely manner.

**Qualifications:** A background or experience in fundraising is ideal but not required.

## **Roles and Responsibilities:**

- Provide oversight to fundraising events throughout the year and coordinate with Community Liaison, event planners and committee members.
- Provide monthly fundraising reports at CSN Board meetings.
- Provide quarterly fundraising reports to FHM.
- Present upcoming school year fundraising objectives.



# Marketing Chair

## **Quick Facts:**

- Two year commitment.
- Position requires four to six work hours per month on average.
- Required meeting attendance may include:
  - One-day Annual CSN summer retreat.
  - Monthly CSN Board Meetings.
  - At least once per year attend an FHM Board meeting.
  - CSN Community Meetings.



**Purpose:** The marketing chairperson is responsible for providing marketing materials and marketing assistance for CSN sponsored events. This person is also responsible for overseeing the CSN website coordinator in promoting the overall mission of the CSN and the CSN's role in the school's strategic plan.

**Qualifications:** A background or experience in marketing is ideal but not required. The Marketing Chair should have excellent computer and communication skills.

## **Roles and Responsibilities:**

- Provide assistance to event team leaders, the Fundraising Chair, and Community Liaison in marketing their events.
- Provide information for the CSN website.
- Assist with developing CSN related materials – brochures, presentations, etc.
- Coordinate with FHM's marketing strategy and vision.



# Communications Chair

## **Quick Facts:**

- Two year commitment.
- Position requires four to eight work hours per month on average.
- Required meeting attendance may include:
  - One-day Annual CSN summer retreat.
  - Monthly CSN Board Meetings.
  - At least once per year attend an FHM Board meeting.
  - CSN Community Meetings.



**Purpose:** To communicate community-related events, news updates, and thank you notes to FHM families and staff via the Fox Flash, FHM Horizon Line, CSN website, Thursday Folder fliers and other mediums.

**Qualifications:** Great written communication skills and attention to detail are vital in this role. Other necessary qualifications include: creativity, excellent organizational and computer skills, and the ability to meet deadlines.

## **Roles and Responsibilities:**

- Liaison with the FHM Communications Director to submit timely CSN news for the Fox Flash and Horizon Line.
- Assist with CSN website content review and editing as needed.
- Facilitate successful communication to the parent community and FHM staff.
- Assist with creating fliers and filling Thursday folders.
- Create monthly school / CSN event calendar.





# Secretary

## **Quick Facts:**

- Two year commitment.
- Position requires five work hours per month on average.
- Required meeting attendance may include:
  - One-day Annual CSN summer retreat.
  - Monthly CSN Board Meetings.
  - At least once per year attend an FHM Board meeting.
  - CSN Community Meetings.



**Purpose:** To update and maintain various CSN records.

**Qualifications:** The CSN Secretary should have an eye for detail, excellent written communication and organizational skills, be computer savvy, and able to actively take detailed notes during all meetings.

## **Roles and Responsibilities:**

- Provide the agenda for monthly board meetings.
- Prepare meeting minutes and deliver to board members.
- Update By-Laws as necessary.
- Create and receive nomination and other forms from the members and the community as appropriate.
- Prepare a sign-in sheet and copies of the agenda for CSN Community Meetings.



# Treasurer

## **Quick Facts:**

- Two year commitment.
- Position requires eight to ten work hours per month on average.
- Required meeting attendance may include:
  - One-day Annual CSN summer retreat.
  - Monthly CSN Board Meetings.
  - At least once per year attend an FHM Board meeting.
  - CSN Community Meetings.
  - Occasional FHM Board of Directors Finance Committee Meetings.



**Purpose:** To work with a volunteer Financial Secretary to maintain the CSN financial records with respect to donations, fundraising, grants and administrative efforts, and work directly with the FHM Business Manager to ensure accurate accounting records. Maintain and report on CSN bank accounts as appropriate.

**Qualifications:** The CSN Treasurer should have a background in accounting or a related field, familiarity with QuickBooks, and the time to attend to the CSN's various accounting needs.

## **Roles and Responsibilities:**

- Work with FHM Business Manager to develop and implement CSN financial policies and procedures following BOD and HOS approval.
- Provide monthly financial reports.
- Work to create, maintain and modify CSN fundraising goals and budgets as necessary.
- Work with the Financial Secretary to provide invoicing and tax receipts for various events, including fundraising activities and cash and in-kind donations.
- Maintain supporting documentation in organized files.
- Work with fundraising committee persons and oversee event budgets.



# Vice President

## **Quick Facts:**

- One year term as Vice President followed by one year term as President when possible.
- Position requires five to ten work hours per month on average.
- Required meeting attendance may include:
  - One-day Annual CSN summer retreat.
  - Monthly CSN Board Meetings.
  - At least once per year attend an FHM Board meeting.
  - CSN Community Meetings.
  - Strategic meetings with the Head of School.
  - Annual State of the School Meeting.



**Purpose:** To provide leadership and carry out duties of the President in his/ her absence. To assist the President as requested.

**Qualifications:** The Vice President should have strong leadership qualities, enjoy meeting with and talking to groups of people, have excellent diplomacy and listening skills, communicate effectively both orally and in writing, have a strong drive to lead the CSN in meeting its mission statement, and be willing to work hard to create a warm, open environment for parents, teachers and staff.

## **Roles and Responsibilities:**

- Preside over monthly board meetings when the President is absent and attend other meetings in lieu of the President when needed.
- Review the election process each year and keep track of terms for each member.
- Run annual elections.
- Run special elections when necessary.
- Oversee Board Recruitment.
- Manage and oversee Policy and Procedures Manual.
- Manage and update event manuals.
- Assist committee chairs as needed and help chairs develop processes and procedures.
- Provide updates / information to the Communications Chair as needed for various publications.



# President

## **Quick Facts:**

- One year commitment after serving one year as Vice President.
- Position requires fifteen work hours per month on average.
- Required meeting attendance may include:
  - One-day Annual CSN summer retreat.
  - Monthly CSN Board Meetings.
  - Strategic planning meetings with the Head of School.
  - At least once per year attend an FHM Board meeting.
  - Annual State of the School Meeting.



**Purpose:** To provide leadership and direction to the CSN, to provide accountability to the FHM Board of Directors and other leadership bodies, and to ensure that the CSN is successfully fulfilling its mission statement as well as FHM's Strategic Plan.

**Qualifications:** The Board President should have strong leadership qualities, enjoy meeting with large and small groups, have excellent diplomacy and communication skills, have a drive to lead the CSN in meeting its mission statement, and be willing to work hard to create a warm, open environment for parents, teachers and staff.

**Roles and Responsibilities:** Use an understanding of CSN and FHM Board of Directors' Strategic Goals to do the following:

- Preside over monthly board meetings.
- Create accountability by setting goals and using timetables and metrics.
- Appoint committee chairpersons and help recruit new members and volunteers.
- Support committees and members.
- Work with the Head of School to develop strategies and tactics to accomplish the CSN's goals in relation to the FHM Strategic Plan.
- Review and approve outgoing CSN communications.
- Report on CSN accomplishments and goals at FHM Annual Meeting.



"Social grace, inner discipline and joy. These are the birthright of the human being who has been allowed to develop essential human qualities."

- Dr. Maria Montessori

