

**Thrive Public School**  
**Family Action Network (F.A.N.)**  
**Bylaws**

**PURPOSES**

The purpose of this organization is:

- To connect and inform families within the Thrive community
- To build a strong network, sense of community, and bond for all Thrive families, students, and staff
- To advocate on behalf of student/family needs
- To increase and support active participation from all families

**MEETINGS**

- Monthly meetings will be held as scheduled by the Leadership Committee. Additional meetings will be scheduled and held as necessary
- Meeting dates will be made available to all members with reminders set at least 1 week prior to meeting.
- Meeting agenda will be drafted by Leadership Committee at least 72 hours prior to meeting. Meeting agenda will be made available to all of F.A.N. at least 24 hours prior to meeting
- Minutes from meetings will be taken by a member of the Leadership Committee and posted within 1 week after the meeting

**MEMBERSHIP**

F.A.N. membership is open to all Thrive families. There is no maximum on the number of members.

**LEADERSHIP COMMITTEE**

F.A.N.'s activities and affairs shall be managed by the Leadership Committee. The Leadership Committee will be comprised of approximately 6-8 members. This will include the Committee Leads and 1-3 general members

Leadership Committee members shall:

- a. Meet monthly
- b. Attend and lead general F.A.N. meetings
- c. Appoint, approve, or remove committee leads
- d. Approve use of funds
- e. A member of the Leadership Committee will be designated at each meeting to be the facilitator of that meeting
- f. A member of the Leadership Committee will be designated at each meeting to take and distribute meeting minutes

## **TERMS**

Lead positions will be filled by collecting nominations for each position, then voting on those nominations at the subsequent meeting.

Each committee member shall hold office for one year and until a successor has been designated. If a volunteer can no longer fulfill the responsibilities of the role the Leadership Committee will assist in finding a temporary or permanent replacement.

If a Leadership Committee/Committee Lead volunteers to hold a position for more than 2 consecutive years, an approval vote will be taken by the Leadership Committee and F.A.N. members.

## **COMMITTEES**

F.A.N. will include several committees with specific goals.

Each committee will have a lead coordinator. The coordinator, or an appointed representative, will:

- Attend each monthly F.A.N. meeting to report of the activities of the committee
- Seek input or approval for things such as implementation of programs, use of funds, need for volunteers or additional help
- Regularly review committee goals and objectives to ensure that each area of focus is being addressed

F.A.N currently recognizes the following committees:

### **Core Ambassadors**

The Core Ambassador lead will talk to faculty and past ambassadors to determine what the needs are for each age group – elementary, middle, and high school as well as auxiliary personnel and classrooms.

The Room Ambassador program will:

- Seek to improve communication between families within that core
- Create a communication bridge between families and teachers in that core
- Advocate for the needs of that core in F.A.N. meetings
- To assist teachers, or recruit volunteers for assistance, in ways that are appropriate to that core/classroom
- Assist in the collection of emergency preparedness kits for each student in their classrooms as per the student handbook
- Work with the Welcome Committee to achieve goals of both committees

## **Treasury/Inventory**

The Fundraising team will:

- Collect, track, and report all earnings to the Leadership Committee. Proposed expenditures will be brought to the Leadership Committee for approval
- Work with members from the Events committee when relevant to both teams' objectives
- Maintain and track inventory

## **Events/Community Building**

The Events Committee will:

- Create events and opportunities to build and strengthen the Thrive community. Proposed events will be brought to the Leadership Committee for approval
- Design fundraising opportunities for the organization. The dual purpose of fundraising efforts is to raise money for the organization and to create experiences that help Thrive families connect with one another
- Maintain an annual calendar of past and upcoming events as well as a list of proposed ideas for possible events
- Work with members from the Fundraising committee when relevant to both teams' objectives
- Seek a person who can specialize in art and design to create postings, fliers, and outreach materials

## **Communications**

The Communication Lead will be the point of contact for information and discussion between FAN and faculty

The Communication team will:

- Be responsible for maintaining communication channels between F.A.N, families and Thrive leadership and staff.
- Direct and monitor any website, Facebook, email or other method of information dissemination.
- Outline methods and procedures for sending out communication to all of FAN, to the school administration and teachers, and to all of the Thrive community.
- Publish meeting dates, meeting minutes, F.A.N. documents, flyers, and other information to the preferred communication site (Thrive website, Google Docs, ParentSquare, etc)
- Work to build out legacy documents and create a repository for F.A.N. operations, communication channels, and group documentation
- Set up opportunities to educate unfamiliar users on how to access F.A.N. and Thrive information through the use of technology

## **Welcome/Social**

The Welcome/Social Committee will:

- Welcome and initiate new school enrollees
- Invite families to join F.A.N.
- Orient and introduce them to the greater Thrive Community
- Connect families with their Core Ambassadors
- Distribute and collect any paperwork, ensuring that the family has relevant contact information and understands the communications channels so they feel connected and informed
- Assess skills and possible contributions of new FAN members to help them become involved in the school and contribute to the mission of FAN
- Assist with Core ambassadors to collect emergency preparedness kits for incoming students
- Direct people to carpooling resources
- Maintain relationships with Core Ambassadors to achieve common goals
- Create social experiences for families at Thrive

## **Sustainability and Wellness**

The Sustainability and Wellness Committee will:

- Work to create, implement, and promote sustainability and wellness goals within the Thrive Community. This may include:
  - Paperless communications
  - Gardening and Composting
  - School wide and community trash pick up
  - Zero-waste goals. Reusable plates and utensils for school functions and in the classroom
  - Wellness, fitness, and nutrition