Friends of TOPS

Proposed Project Manager Duties
6/12/03

1. Prepare a Request for Proposal (RFP) that describes the activities to be performed. Submit the RFP to Site Council (acting as Friends of TOPS) for consideration in the springtime prior to the fiscal year during which the activities are to be performed (the “proposal year”). Attend one or more budget meetings, or send a representative to do so, to answer questions about the proposal and if modified during the approval process, amend.

2. Prepare a plan for how the project is to be implemented. In the event that the original project manager is unable to continue with the project, contact the Site Council Chair and if possible, recruit a new project manager.

3. Implement the project as approved by Site Council (acting as Friends of TOPS). Work with a steering committee as appropriate.

4. Discuss with the Friends of TOPS Treasurer the options for paying for the project, either payment and reimbursement or direct payment. All reimbursements must be accompanied with an invoice / receipt attached to a completed “request for payment” form. All payments in advance must have a quotation from the service provider, attached to a completed “request for payment” form. Vendor “statements” which do not describe the goods or services purchased are not acceptable documentation.

5. Submit at least one progress report for site council, the first no later than 1/31 of the proposal year. This progress report must evaluate the budget position of the project and project and whether the project is expected to be completed as projected.

6. Submit, one time per year, on a schedule agreed upon at the start of the school year, a paragraph summarizing the project intent and accomplishments for the newsletter.

7. In the event that the project manager concludes that substantial changes from that approved by Site Council (acting as Friends of TOPS) should be made to the project, the project manager shall discuss the proposed changes in advance with the executive committee of site council for approval.

8. If the project is appropriate to continue, provide some continuity with the steering committee (if applicable) or with a recruited new project manager, assure a new year’s RFP is submitted, pass records on, etc.