



## **2017-2018 Home & School Board**

### **EXECUTIVE BOARD**

#### **Co-Presidents-**

- Coordinate calendar of all Home & School events along with Principal for following year
- Plan fundraising goals with Executive Board
- Schedule all home and school board and general meetings along with Principal and Executive Board- Book Rooms for all board meetings.
- Create Agendas for all board and General meetings
- Submit weekly news blurb and announcements regarding Home & School General Meetings
- Train and assist New President and any new member to the board
- Contact person for all board members
- Reach out to each board member periodically to check in
- Support and attend all Home & School Events if possible
- Address parental concerns related to Home & School Events
- Facilitate and Implement new programs
- Update Home & School Board Descriptions Annually and distribute to board members
- Coordinate with Fundraising and Social Chairs to fill any open positions. If Chair position cannot be filled the Co-Presidents along with Co-VP's and Social Chairs are responsible for chairing the event or coordinating a committee
- Contact all board members regarding intentions on board positions for following year. Fill all open board positions for following year

#### **Co-Vice Presidents- Fundraising**

- Plan yearly fundraising goals/calendar along with executive board to meet our goal
- Create a Fundraising Event Checklist and packet to be handed out to each event chair
- Check-In and be the contact person for all fundraising events.
- Relay any issues or concerns to President regarding fundraising concerns
- Support and attend all Home & School Events if possible

- End of school year contact all fundraising chairs to see if they are interested in chairing for next year. Fill any open chair positions, including on-going fundraisers. If a chair position cannot be filled it is the responsibility of the co-VPs along with aid from Co- Presidents to chair the Fundraising event
- Co-Ordinate meeting at the end of the summer or beginning of the year with all fundraising Chairs to go over important information and get them excited about their event
- Order all date changes for Vinyl Event Signs for all fundraising events for upcoming year

### **Treasurer**

- Work closely with Business Manager
- Deposit all receipts and record all expenditures for Fundraising accounts
- Routine reconciliations of all Fundraising accounts
- Provide periodic Treasurer's financial report at Home and School Board Meetings
- Timely payment and reimbursement of Home and School Expenses
- Coordination of startup funds and coordination of coverage for "Bank" for all Home & School Events
- Work with Executive Board to plan yearly Fundraising Goals

### **Secretary**

- Send Invitations out for all Board Meeting and report RSVP count to Co-Presidents
- Request agenda items from board and send to Co-Presidents
- Record and distribute all meeting minutes
- Co-ordinate, Organize and Distribute Special Teacher Christmas gifts along with Treasurer and Corresponding Secretary.
- Co-ordinate, Organize and Distribute End of the Year Teacher gifts along with Treasurer and Corresponding Secretary.

## **HOME & SCHOOL BOARD CHAIRS**

### **Corresponding Secretary**

- Co-ordinate, Organize and Distribute Special Teacher Christmas gifts along with Treasurer and Secretary.
- Co-ordinate, Organize and Distribute End of the Year Teacher gifts along with Treasurer and Secretary.
- Send Birthday Cards to Teachers and Staff
- Send out cards to families throughout the year on behalf of the H&S association. ie: New baby, Sympathy, etc. Email teachers at the beginning of the year

- requesting they send an email to you with any request for cards to be sent throughout the year.
- Co-ordinate and purchase gifts along with executive board for any special need that may be requested by Principal or Board. ie: Board Member leaving, Priests leaving, etc.

### **Communication Co- Chairs**

- Coordination of weekly newsletter as well as any other email correspondence as requested by Principal
- Monitor [info@materdeicatholic.com](mailto:info@materdeicatholic.com) email and forward messages to appropriate person and/or respond
- Send all requests received for special prayer intentions to principal/school office staff
- Submit Mater Dei happenings to all parishes to be posted in parish bulletins as requested by committee and fundraising chairs

### **Volunteer Co-Chairs**

- Create and Maintain Yearly School Wide Sign-up Genius
- Contact all committee chairs to request their volunteer needs
- Work with Business Manager and office staff to add update Signup genius with all registered family information at the beginning of the year
- Coordinate, plan and advertise annual Volunteer Tuition Raffle
- Maintain and track all Home & School General Meeting attendance. Including coordinating volunteers to help at sign-in table
- Develop process for all committee and fundraising chairs to request volunteers and submit for volunteer raffle
- Update and distribute volunteer sheets to be handed out at back to school night/beginning of the year as well as collect and disburse volunteers to committee chairs
- Submit weekly volunteer/help wanted blurb to Communications Chair to be submitted in weekly news

### **Social Co-Chairs**

- Responsible for scheduling, advertising and planning all school Dances and grade social events. Generally held 3-4 times a year.
- End of school year contact all chairs for all Social Events to see if they are interested in chairing for next year. Fill any open chair positions or in the event a chairperson cannot be found. Form a committee and hold a meeting to prompt planning.
- Social Events Include; Donuts with Dad, Muffins with Mom, Golf Adult Social, any grade or parent socials, End of Year Party, etc.

### **Scrip Co- Chairs**

- Maintain and oversee the Store Certificate Program including along with Business Manager
- Prepare and organize weekly Scrip Envelope for each registered family to be sent home with youngest child in each grade
- Filling weekly orders and also "Special Order" Scrip orders through the year
- Create ways to expand the fundraising potential for this program
- Co-ordinate volunteers to help with weekly Scrip orders on a rotation schedule

### **Hospitality Co-Chairs**

- Provide Hospitality for Home & School Board Meetings and general meetings
- Setup and provide hospitality for any H&S event upon request from School Principal

### **Events Coordinator**

- Coordinate and/or cater any special event upon request from School Principal
- To be a contact person for event chairs in which food needs to be purchased to provide guidance and advice of places to contact
- Create and Maintain a list of supplies to be used for H&S Events
- To be a contact person for event chairs regarding basic supplies needed ie: cups, napkins etc

### **Homeroom Parent Coordinators**

- Coordinate and advertise homeroom parents for each classroom and disburse all necessary paperwork
- Send letters to Homeroom parents to be sent out regarding Monetary Christmas collections
- Hold and plan a yearly meeting at beginning of year with all Homeroom parents
- Communicate with Homeroom parents regarding upcoming Home & School Events
- To be a contact person for any homeroom parent with a question regarding Home & School Events

### **Teacher Representatives**

- Be a Liaison between the Home & School board and the Teachers
- Address any concerns and share feedback with Home & School board regarding events as received from parents and fellow staff
- Communicate with teaching staff regarding upcoming Home & School events