

## Parents' Club Board Members Job Descriptions

### **Executive Committee:**

#### **President**

Calls and presides at all Parent Clubs meetings; serves as ex-officio member of all Parents Club committees; has general supervision over all Parents Club activities; appoints ad hoc committees as needed; and contributes Parent Club information for the monthly school newsletter. Serves as an automatic member of the Education Commission of St. Matthew Parish and Parish Council. Meets monthly with the principal and makes an oral end of the year report at the May meeting that will be included in the minutes for that meeting. *Total estimated annual hours: 150*

#### **Vice President**

Assumes the duties of the President in the absence of the President; fulfills all tasks as assigned by the President. Responsible for keeping current the committee chair job descriptions. *Total estimated annual hours: 40*

#### **Secretary**

Keeps records of all Parents Club meetings and attendance; prepares minutes for all meetings; forwards meeting minutes to be posted on school website; posts meeting minutes on Parent Club bulletin board, handles correspondence for the Parents Club when possible. When possible, updates the Parents Club files that are located in the school office. *Total estimated annual hours: 40*

#### **Treasurer**

Manages and documents the receipts and expenditures of Parents Club funds. Prepares monthly reports of income and expenses. Obtains approval for any expenses not covered in the budget prior to payment. Recommends financial policies and procedures. Has the books of the St. Matthew Parents Club ready for review at anytime. In conjunction with various committee chairpersons, prepares a budget for presentation to and adoption by the Executive Committee at the May meeting. *Total estimated annual hours: 125*

### **Standing Committees:**

#### **Book Fair**

Coordinates the annual Book Fair during Fall parent/teacher conferences. This includes coordinating with the book vendor and arranging for volunteers. Committee chair can request an additional book fair, most likely in the Spring, given enough volunteers and resources are found. *Total estimated annual hours: 35 (more with 2 book fairs)*

#### **Bulletin Board and Calendar**

Creates and updates the large school calendar on display in school hallway and utilizes the rest of the space to appropriately promote Parent Club activities and events. *Total estimated annual hours: 20*

#### **Directory**

Creates the school phone directory given to all parents on Back to School Night. Collects information at Fee Day, updates all family addresses, prepares information for printer, and coordinates production and classroom delivery. *Total estimated annual hours: 20*

### **Hospitality**

Oversees receptions sponsored by Parents Club. Finds chairpersons for Open House reception, Welcome Back Coffee, Principals, Father's and Mother's Mass receptions, Confirmation, First Communion, and Graduation receptions. Keeps hospitality cabinet supplied and tracks budgets for different hospitality functions. *Total estimated annual hours: 35*

### **Junior Great Books**

Facilitates the Junior Great Books program. This lunchtime program takes place for 10 weeks beginning in the Fall during which students meet in small groups to discuss literature. Duties include arranging for volunteers, choosing the books, evaluating the program, and collecting funds from participants to purchase books. *Total estimated annual hours: 20*

### **Hot Lunch Coordinator**

Coordinates the hot lunch program at St. Matthew. Responsibilities include setting the lunch calendar, setting the price in coordination with the subcommittee chairpersons, preparing Fee Day forms, working at Fee Day, vendor relations, maintaining supplies for hot lunch days, evaluating the programs, and helping subcommittee chairpersons (chicken day, pizza day, Subway day, McDonald's day, etc.) to manage specific lunch days throughout the school year. *Total estimated annual hours: 30*

### **Chicken Day/Pizza Day/Subway Day/Culver's Day Chairpersons**

Works Fee Day. In August, counts and prepares purchased lunch cards. Sends reminder letters to volunteers. Each month purchases needed items, works specified lunch day, and reminds volunteers. Submits expenses to the treasurer for reimbursement. Communicates with Hot Lunch Coordinator on satisfaction/dissatisfaction with quality of food from vendor. *Total estimated annual hours: 20-30 per chairperson*

### **Lost and Found**

Organizes, cleans, and maintains school lost and found. Returns labeled items to students. Two times per year takes unclaimed items to local Catholic charities. *Total estimated annual hours: 20*

### **Scrip**

Coordinates Scrip program for the school and parish families. Works with fund raising chair to determine order and delivery dates. In conjunction with other volunteers on Scrip committee develops order forms for distribution to students and on web site. Works on Fee Day for family registration forms to be completed. Collects orders, sends orders in, coordinates with the treasurer, and then distributes gift cards on delivery day to students or parents. *Total estimated annual hours: 50*

### **School Kits**

Coordinates the "School Kidz" Supply Kit Program. This includes working with the teachers to update the school supply lists for each grade, sending fliers, distributing and collecting order forms in the spring, and coordinating distribution of kits during Fee Day. *Total estimated annual hours: 25*

### **Pantry**

Oversees holiday collection of donated funds to support the Sisters' pantry for the year. Sends out request sheets, collects all donations, and purchases gift certificates. Works in conjunction with Fund Raising Chair to set the date for collection (usually in early December). *Total estimated annual hours: 7*

### **Fund Raising Coordinator**

Coordinates a yearly or multi-year plan of fund raising by working closely with all fund raising committee chairs. Plan incorporates the Parents Club philosophy of raising money. Chair evaluates all fund raising programs to determine if the program should continue, be improved or discontinued. Develops a budget for all programs, approved in May. Works to improve the communication of chairs with one another. Supports and implements any new fundraising activities throughout the school year. *Total estimated annual hours: 15*

### **Room Parent Coordinator**

Oversees Room Parent Coordinators and Teacher Luncheon Coordinators. Each Room Parent Coordinator collects teacher gift funds from parents, coordinates classroom parties and party volunteers and they act as general resources for the teachers when extra support is needed. Each Teacher Luncheon coordinator hosts a monthly teacher appreciation lunch (a different grade level hosts each month). *Total estimated annual hours: 15*

### **Box Tops for Education**

Collects labels or box tops from classroom containers to meet contest deadlines. Organizes a contents/event for classroom with the most box tops. Twice a year trims, staples, and sends labels for rebates. *Total estimated annual hours: 6-8*

### **St. Matthew Apparel**

Coordinates the sale and distribution of all St. Matthew apparel including general student and parent apparel (except uniforms), athletic apparel and P.E. uniforms. Apparel sales are usually held during Fee Day, Parent Information Night, Parent/Teacher conferences and at other times throughout the school year. Apparel committee develops guidelines for designs, colors and pricing and recommends new designs to be approved by administration (in the case of student apparel for school use) annually or when necessary.

### **Volunteer Coordinator**

Generates lists of parent volunteers to assist at various events throughout school year and assists teachers with any special parent volunteer requests. *Total estimated annual hours: 20*

### **New Family Chairperson**

Organizes a committee to call each new family before Fee Day in August. During Fee Day, provides each new family with a "registration guide" to answer any questions and to guide them through the registration process. *Total estimated annual hours: 10*

### **Used Uniforms**

Organizes used uniforms for sale at Fee Day in August. Coordinates group of parents to take laundry home, wash, and label for school sale. Maintains the used uniform closet and sets up sale tables at Fee Day. *Total estimated annual hours: 10*

### **Wreaths**

Facilitates holiday wreath sale. Distributes brochures, organizes and places orders, and distributes wreaths. *Total estimated annual hours: 10*

### **Winter Carnival Chair**

Leads and coordinates annual Winter Carnival. Coordinates work force and finds chairpersons for various sub-committees including raffles, games, decorations, dinner and entertainment. *Total estimated annual hours: 60-80*