



Home & School Association - Position Descriptions

Executive Board:

President: The President serves as the liaison between the H&S Board and the Administration Staff, teachers and parents with relation to all H&S volunteer-related activities throughout the year. Other responsibilities include coordinating agenda items, conducting board meetings, approving meeting minutes, filling needed positions, coordinating correspondence with board members and accounting for all Home & School dealings with the administrative team. With the assistance of the Vice President, Secretary and Treasurer, the President maintains the integrity of the Home & School Board. It is the President's leadership that ensures the success of the Home & School board - as a group of parents/volunteers providing service and support for Morning Star School students and faculty.

Vice President: The Vice President (VP) assists the President in day-to-day operations of the H&S Board as needed. The VP helps formulate the group's long-range plans and assists the President in managing issues as they arise. The VP also handles communications to other board members/volunteers and fills in for the President as needed. The VP attends board meetings and participates in executive board discussions and decision making. The Vice President, in most cases, will take over the President role the following school year.

Secretary: The role of the Secretary focuses on compiling, organizing, and sharing all meeting minutes and agendas as directed by the President and/or Vice President. The Secretary attends board meetings and participates in executive board discussions and decision making. Additional duties include assistance with communications to board members/volunteers as needed throughout the year.

Treasurer: The Treasurer will work directly with the Administrative Staff and any H&S Coordinator(s) with regards to any and all funds associated with the assistance of the H&S Board for various fundraising activities during the year to include any record keeping, accounting for all receipts and expenditures, and/or order forms related to those activities as needed. The Treasurer attends board meetings and participates in executive board discussions and decision making. A Treasurer's Report should be submitted to the H&S Board President is necessary for board meetings. Other duties may include attending off-site fundraisers/campaigns throughout the year as needed.

Volunteer / Recruiting Position:

Volunteer - Coordinator: This volunteer will assist an Administrative Staff member with tracking and logging volunteers and their hours for all school activities/ events during the year, as needed. Other duties include communicating that information to the H&S Board executive members as needed for volunteer recruitment and coordination efforts for any parents that may need volunteer hours.

Sign Up Genius Coordinator: This volunteer will create a Sign Up Genius list to be sent out to parents and/or faculty for Home & School events. A working knowledge of the Sign Up Genius program is needed to hold this position.

Fundraising Positions:

Amazon Smile - Coordinator: Are you familiar with Amazon.com? What about Amazon Smile? If so, we need a Coordinator to help promote and market this donation-generating program to our MSS community (parents, staff, sponsors, neighbors, co-workers, etc.). Basically, it works like this, for each qualifying purchase from a smile.amazon.com account (with Morning Star School selected as recipient), the school will receive 0.5% of that purchase, it's just that easy. There is no tracking or maintenance required. The Coordinator simply acts as a representative to the program by marketing as necessary, especially during high volume times such as holidays.

Cookie Dough - Coordinator: Volunteer(s) will assist Administrative staff in organizing order forms/payments by classroom and the organization of items/boxes for distribution upon receipt of delivery.

Box Tops - Coordinator: Box Tops may be little, but they are a big deal. Worth only .10¢ (or more depending), they add up quick and generate a nice donation for the school. Also, if quarterly goals are met, students earn a "non-uniform day" as an added perk. Box Tops are continuously collected during the school year and once properly prepared, they are submitted quarterly by the staff to the Box Tops headquarters for payment. The Coordinator's role is to assist an Administrative Staff member with coordinating / tracking parents (those in need of volunteer hours) with pre-packed bags of Box Tops and submission forms, which are to be completed at their leisure and at their home.

Hospitality Position:

Teachers / Staff Appreciation - Coordinator: This volunteer will oversee the events lined up for the Teachers/Staff Appreciation Week with the use of Signupgenius.com and assistance/coordination from the Homeroom Parents, as well. Other duties will include assisting the Homeroom Parent Coordinator with the “Teachers Favorite Things” lists, coordinating the monthly Appreciation Breakfasts (again with the use of Signupgenius.com), and any other appreciation-related projects that may arise during the school year.

Special Events Positions:

Fall Festival - Coordinator: Our annual Fall Festival celebration is scheduled during school hours on a Friday in the month of October. The festival is a fun day of food, music, carnival games, a cake walk for all and much more. The Fall Festival Coordinator will work with the Administrative Staff on planning and coordinating volunteer recruitment (with the use of signupgenius.com) before, during and after the event in various areas such as set- up, carnival booths, hands-on tables, clean-up, etc. The Coordinator will be responsible for ensuring all volunteer areas are covered suitably, *and* that those volunteers have all been cleared by the school’s screening processes.

Project Chance T-Shirt Sales - Coordinator: Project Chance is a non-profit organization in Northeast Florida dedicated to providing service dogs to kids with autism. T-shirts are available for purchase for all students. On the forth Friday of the month during the school year, students are encouraged to wear their t-shirts (non-uniform day) to show support for the Project Chance program. Other students that do not own a Project Chance t-shirt have the option to donate a \$1 to participate in the non-uniform day. All money collected will go toward Project Chance. A volunteer is needed to help maintain the supply of t-shirts and participate with annual t-shirt sales and promotion.

Special Events Positions (Continued):

Spirit Store - Coordinator: The volunteer for the Spirit Store would help promote and market these school-spirited items to all members of the school community. These items are available for purchase during selected times of the year (such as back-to-school, holidays, and graduation ceremonies) and would be coordinated by the Coordinator with assistance from other volunteers, as needed. The Coordinator would assist administrative staff with the purchasing and accounting associated with this program.

Christmas Musical Dinner - Coordinator: The annual Christmas Musical is usually preceded by a ticketed dinner sponsored by a member/family of the school community. The sponsoring family will coordinate, set-up and host the dinner with the assistance of the administrative staff.

Spring Musical Dinner - Coordinator: The annual Spring Musical is usually preceded by a ticketed dinner sponsored by a member/family of the school community. The sponsoring family will coordinate, set-up and host the dinner with the assistance of the administrative staff.

Santa's Workshop – Coordinator: This event is to be determined annually and occurs during the month of December. However, planning for the event will need to start as early as July/August. The Coordinator would coordinate the event with a committee of volunteers by use of Signupgenius.com and work with the Administrative Staff for scheduling, budgeting and organizing of all salable items and wrapping materials. All correspondence/marketing, organizing/set-up, and clean-up of the event will be the Coordinator's responsibility with the help of committee members. This is a large event and will take many volunteer hours, but the smiles and pride of our little shoppers makes it all worth it!

School Projects Positions:

Uniform Closet - Coordinator: This volunteer maintains the uniform closet in regards to sorting/organizing sizes of the various items donated. These items are periodically picked through by students, parents and staff and would need to be re-organized periodically.

Campus Clean-up - Coordinator: Quarterly or semi-annual campus clean-up events are held during the school year - typically on a Saturday to avoid student traffic. A Coordinator is needed to schedule, communicate and coordinate the event with the assistance of Signupgenius.com for volunteers and/or items needed for the clean-up such as trash bags, use of equipment, refreshments, etc. Communicating and working with the administrative staff and the Garden Club Director is required for planning the event(s).

Homeroom Parent Position:

Homeroom Parent - Coordinator: The Homeroom Parent (HRP) Coordinator serves as the liaison between the H&S Board, the teachers and the individual class HRP(s). The Coordinator will represent the entire group of HRPs, lead the group on various activities, communications and support efforts as well as keeping the H&S Board and Administrative Staff updated on the HRP program. It is the responsibility of the HRP Coordinator to work with the Teachers/Staff Appreciation Chair and the Volunteer Tracking Chair for various events during the school year such as Teachers Appreciation Week, Teachers Favorite Things project, etc.

Homeroom Parents: The Homeroom Parent (HRP), and there may be more than one, is a direct link between the teacher and the other parents of that class. The HRP will work closely with the teacher, whether in-school or from home depending on the circumstances, on various needs/projects and is responsible for communicating those needs/projects to all the other parents via email preferably or with the assistance of Signupgenius.com. The HRP will be responsible for keeping the HRP Coordinator informed, as needed. Most of the support will be related to extra-curricular activities not necessarily associated with class academics.