



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 and Donation Coordination:

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:

Charleston Wrap Fundraiser - 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.

Santa Shop Fundraiser - Coordinator: : This event is to be determined annually and occurs during the month of December. 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. Other duties are correspondence/marketing, organizing/set-up, and clean-up of the event.

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.

Christmas Musical - Coordinator: The annual Christmas Musical coordinator will handle ticket sales, organize volunteers for set up and take down, obtain a food truck to supply dinner before the performance, and possible organize a small silent auction to take place

Spring Musical - Coordinator: The annual Spring Musical Coordinator will handle ticket sales, organize volunteers for set up and take down.

Teachers / Staff Appreciation - Coordinator: This volunteer will recruit volunteers and oversee the events lined up for the Teachers/Staff Appreciation Week. They will work with the Sign-Up Genius Coordinator to get donations for teacher appreciation events. Other duties will

include assisting the Homeroom Parent Coordinator with the “Teachers Favorite Things” lists and any other appreciation-related projects that may arise during the school year.

School Projects Positions:

Uniform Closet - Coordinator: This volunteer maintains the uniform closet in regard 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.

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.