



Home and School Role Descriptions

President (Executive Board)

- Preside at all meetings
- Oversee all committees
- Supervise and Control activities of the organization
- Insure that all Board decisions are carried out
- Attend monthly general meetings

First Vice President (Executive Board)

- Work with social worker and principal to oversee school assemblies
- Chair the directory committee
- Fill in for president during absence
- Attend monthly general meetings

Second Vice President (Executive Board)

- Chair all programs
- Oversee the fundraising committee
- Attend monthly general meetings

Recording Secretary (Executive Board)

- Maintain meeting records and store in LRC
- Copy minutes for meeting
- Work with Corresponding Secretary to create monthly newsletter
- Create agenda for monthly general meeting
- Attend monthly general meetings

Corresponding Secretary (Executive Board)

- Provide notices for all general meetings
- Be liaison to school, publicizing events on paper and website Attend monthly general meetings

Treasurer (Executive Board)

- Disperse funds authorized by President or Board
- Keep all financial records
- Give full report whenever new officers are elected
- Provide financial statement for every meeting
- Attend monthly general meetings

Staff Liaison (Board)

- Present requests for volunteers, funds, etc. to Executive Board
- Attend monthly general meetings

Principal (Board)

- Present school updates at monthly meeting

- Meet monthly with President
- Attend monthly general meetings

Appreciation (Board)

- Develop ways to reward teachers
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Box Tops (Board)

- Oversee and coordinate the collection of box tops to earn school rewards
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Character Counts (Board)

- Work with school social worker to provide assemblies, activities and programs
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Directory (Board)

- Collect information from each Southbury family
- Create directory of all families
- Distribute directory to Southbury students
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Fall Event (Board)

- Oversee and coordinate the one-time Fall Event for families
- Work within budget provided by the Executive Board
- Coordinate volunteer teams to oversee and coordinate event
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Family Fun (Board)

- Oversee and coordinate the one-time event for families
- Work within budget provided by the Executive Board
- Develop team of volunteers to oversee and execute event.
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Father's Forum (Board)

- Coordinate activities for fathers and other male family members
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Fundraising (Board)

- Oversee all activities or programs designed to raise money for different expenditures.
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Hospitality (Board)

- Contact list of bakers to determine availability and skills
- Provide baked goods when contacted
- Provide monthly treats for teachers on assigned dates
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Lil' Elves (Board)

- Coordinate one-time gift selling event
- Work within budget provided by the Executive Board
- Contact FUN Services (800.511.4FUN)
- Coordinate volunteer team.
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Market Day (Board)

- Process all orders received through Market Day orders
- Deliver order forms to all Southbury families
- Recruit volunteers for distribution of food
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Pencil Grams (Board)

- Order pencils and deliver to Southbury secretary
- Develop form for the ordering of Pencil Grams
- Consistently check with the front office on the delivery of Pencil Grams
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Popcorn (Board)

- Oversee Southbury popcorn days
- Work within budget provided by the Executive Board
- Attend once a month (third Wednesday) popcorn days
- Hand out popcorn to students during lunch
- Work with volunteer team to coordinate event
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Room Reps (Board)

- Recruit Head Contacts and other room volunteers
- Create spreadsheet of roles for parent parties
- Fill all assigned roles on spreadsheet
- Deliver and collect necessary forms from volunteers
- Oversee donation list
- Consult or assist Head Contacts as needed
- Work with Nurse Paula to provide allergy lists to Head Contacts
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Spirit Wear (Board)

- Determine vendor for providing goods

- Oversee the selling of all Southbury Sharks merchandise
- Maintain accurate records of all sales and expenditures
- Recruit volunteers for events as needed
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Welcoming (Board)

- Work with school officials to determine when new students come to the school
- Create a collection of information and goods to deliver to new families
- Coordinate the delivery of welcome pack
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

Yearbook (Board)

- Determine yearbook vendor
- Maintain accurate financial records
- Recruit and coordinate a volunteer team
- Develop plan for picturing all major school events and classes
- Create yearbook, using computer program provided by vendor
- Work within budget provided by the Executive Board
- Attend monthly general meetings
- Create procedural information packet prior to the last general meeting of the year; including budget materials, activities, contacts and all items pertinent to the operation of the committee

