

# PARENT ORG. - OPEN ROLES FOR 2020-21 SCHOOL YEAR

current as of 5/12/20

<b>PO Vice / Co-Chair</b> **	Assist with setting the calendar of events & assist Chair with planning PO events In conjunction with the Chair, develop workload plan for the year between Chair and Vice Chair roles Develop Annual Budget in conjunction with Chair, Treasurer, Fundraising Chairs & Principal Substitute for Chair when not available. Assume Chair role the following school year.
<b>Secretary</b> **	Attend Monthly Meetings (second Tuesday of the Month) Take Monthly Meeting Minutes, send to PO Chair & Principal for approval, then posted to website
<b>Preschool Class Rep.</b> **	Attend Monthly Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Assist in recruiting volunteers for various events through emailing and contacting your class families. <b>Plan with PreK, K, and 1st grade reps for refreshments and help with New Parent Night (typically third Thurs. in May)</b>
<b>4<sup>th</sup> Grade Rep.</b> **	Attend Monthly Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Assist in recruiting volunteers for various events through emailing and contacting your class families. <b>Coordinate with 5th &amp; 6th Grade Rep in planning School Picnic (typically last Friday in May in conjunction with Field Day)</b>
<b>6<sup>th</sup> Grade Rep.</b> **	Attend Monthly Meetings, second Tuesday of the Month, (if you cannot attend, please send a class rep in your absence; must not miss more than 2 meetings per year) E-mail communication of PO information to all class families monthly after the meetings and when needed. Assist in recruiting volunteers for various events through emailing and contacting your class families. <b>Coordinate with 4th &amp; 5th Grade Rep in planning School Picnic (typically last Friday in May in conjunction with Field Day)</b>
<b>Halloween Carnival Chair(s)</b>	Ideally, there are two people co-chairing this event. The OLG Halloween Carnival is traditionally held the last Saturday in October; a festival of food, events, and fun. Best to start this work during summer. Coordinate event marketing materials and booking vendors. Promote event with families and the community, plan logistics, build volunteer teams, oversee ticket sales. Manage event set-up/decor, on-site problem-solving during the event, and post-event cleanup. Support includes entire parent community, school front-office staff for marketing and ticket sales, EDC/Family Groups for décor, 8th Grade class for food sold at the event, and facilities staff.
<b>School Commission Liaison</b>	The School Commission works with the Pastor and Principal, in accordance with Archdiocesan policy, in long-range planning and policy development for the school. As a consultative advisory group, the Commission assists the school leadership in its areas of responsibility, ensuring that the school maintains a focus on its mission. A member of the school commission acts as liaison with parent org. in order to add dimension to both groups work. This position is filled by a current parent serving on the School Commission.
<i>Variety of individual classroom roles</i>	<i>Many opportunities for volunteering abound within the classroom structure... as you meet and get to know your class representatives, they'll invite you in to help with things like service projects, class auction ideas, fieldtrips, etc...</i>

\*\* **All Representative** positions are expected to help with at least 3 events: Catholic Schools Week/Open House, New Family Night, and at least one other Parent Org sponsored activity (ex: Auction, Parent Ed Night, School receptions, etc.)