



# Parents' Club

## Parents' Club Elections for the 2021/2022 School Year

We will be holding elections at our **April meeting** for a number of positions that have a one year term. Below are descriptions of the positions and an estimate of the monthly time commitment for each. Please raise your hand during our next Parents' Club meeting and/or email **Stacey Lowery** at [s21schilli@yahoo.com](mailto:s21schilli@yahoo.com) to express interest.

### BOARD POSITIONS OPEN FOR 2021/2022 SCHOOL YEAR

- **VICE PRESIDENT** - The Vice President, in the event of the absence, of the President perform all duties of the President's office and such other duties to which the President may assign her/him. The Vice President will attend monthly School Board meetings and keep the School Board informed of the Parents' Club activities, as well as keep Parents' Club informed of School Board discussion topics and planned events.  
Term: 1 year, with an option for a second; estimated monthly commitment: 5-10 hours.
- **SECRETARY** - The Secretary keeps minutes of all meetings, gives a copy of the minutes to the Pastor, administration, and Parents' Club members. The Secretary will keep a permanent file of the Parents' Club Bylaws. The Secretary sends thank you notes and other special occasion cards to fundraising/activities contacts.  
Term: 1 year, with an option for a second; estimated monthly commitment: 5 hours.

### COORDINATORS POSITIONS OPEN FOR 2021/2022 SCHOOL YEAR

- **HOMEROOM COORDINATOR** - The Homeroom Coordinator recruits and organize homeroom parents. They provide homeroom parents with a guideline and homeroom parents will be responsible for activities in their grade. They are also responsible for collecting homeroom fees by a predetermined date on the school calendar and distributing the monies to the homeroom parents in a timely manner. They collect detailed ledgers from each homeroom parent at the end of the school year to ensure funds were spent to the benefit of the classroom.  
Term: 1 year, with an option for a second; estimated monthly commitment: 3 hours.
- **HOSPITALITY COORDINATOR** - The Hospitality Coordinator shops for and provides hospitality supplies for each in-person Parents' Club meeting. Typical meetings include a variety of beverages and appetizers.  
Term: 1 year, with an option for a second; estimated monthly commitment: 3 hours.
- **TEACHER/STAFF APPRECIATION COORDINATOR** - The Teacher/Staff Appreciation Coordinator works to show the teachers/staff appreciation throughout the year by providing little reminders of how much we appreciate them. They shop for and deliver to school periodic meals and gifts for the teachers/staff, typically centered around major holidays and school milestones (first day of school, last day, etc.). They coordinate the collection of a teacher/staff monetary gift given at Christmas. They host a teacher/staff appreciation lunch during Catholic Schools' Week and coordinate various appreciation tokens for Teacher Appreciation Week.  
Term: 1 year, with an option for a second; estimated monthly commitment: 3 hours.