

Holy Family Parent Guild Nominations for Executive Board, Committee Chairs, Room Parents and Classroom Positions

It is time for Parent Guild Nominations and we need your involvement! We are seeking volunteers to become involved with Executive Board, Committee Chairs, Room Parents and other classroom positions. These positions contribute directly to the success of Holy Family School and allow parents to get involved in the school community in a fun way.

A brief job description of each Parent Guild position is listed below. You may self-submit or submit the names of others for multiple positions or for any one particular position. All Committee Chairs will coordinate their work with an Executive Board member liaison. As a note, Executive Board members are expected to attend monthly Executive Board meetings.

A Nominating Committee will use your input to form a slate that will be approved by the Executive Board for positions for next year. The Nominating Committee will consider self-nominations first, so please indicate all positions that interest you for next year. Also, please nominate others who you feel would be good leaders. It is our goal to always have a revolving group of new and continuing volunteers that represent children in all grade levels.

Please return this form to the school office no later than **February 19, 2010**.
If you have any questions, please contact me at 626-796-3221 or nakonrad@sbcglobal.net

Thank you for your continued support and involvement in the Holy Family School community.

All the best,

Angela Konrad
Advisor

Name: _____

General Names: If you know people who you think would be great in a leadership role but not sure what job they'd like to do, list their names here and we'll do the rest.

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Executive Board Positions: (All positions report directly to the Parent Guild President.)

Vice-President, School Affairs - works with Committee Chairs and Room Parents to plan and coordinate school-based activities sponsored by the Parent Guild, coordinates class contributions and Teacher Appreciation Day, supports Room Parents and classroom activities, coordinates the Room Parents and the following Committee Chairs: Hot Lunch, Trading Post and in alternating years Special Friend's Day and the Talent Show.

Vice President, School Affairs _____

Vice-President, Fundraising - coordinates with the Chairs of the three primary Parent Guild fundraisers: Scrip, Innisbrook and Jog-A-Thon, oversees Mini-Fundraising events throughout the year.

Vice-President, Fundraising _____

Vice-President, Spirituality - oversees the Spirituality Program including the classroom program and the parent retreat program, facilitates the 2 training in-services for Spirituality volunteers, helps prepare the monthly class retreats, contacts local philanthropies and coordinates classroom Spirituality lessons to reflect the virtues and Christian service of the month, represents the Spirituality volunteers at the Executive Board meetings and oversees the Assistant Spirituality Chair and Parent Retreat Chairs.

Vice-President, Spirituality _____

Recording Secretary/Educational Programs - keeps the minutes of the Parent Guild and Executive Parent Guild meetings, coordinates with the Chairs for Meet the Masters and Shoebox Science.

Recording Secretary/Educational Programs _____

Historian/Community Support - responsible for a photo report/scrapbook of the year's activities, Parent Guild functions reported in the newspapers and any pictures taken at Guild events, coordinates with the Yearbook Chairs and Class Historians, updates the school bulletin board and works with the Family Envelope Chairs, responsible for sending out all invitations and correspondence for the Executive Board, sending cards of congratulations, sympathy, and get well wishes to school families, responsible for the official correspondence of the Parent Guild, coordinates with the Parent Social, Hospitality, School Picnic and Welcoming Chairs.

Historian/Community Support _____

Gazette Publisher - responsible for collecting, writing, and editing articles for the monthly Parent Guild Gazette, works with the Gazette Assistant to make sure copies are available and distributed via the monthly Family Envelope.

Gazette Publisher _____

Treasurer - responsible for overseeing and managing the finances of the Parent Guild. This includes maintaining and reconciling bank accounts, responsible for preparing monthly financial reports for the Parent Guild Executive Board and preparing the annual budget, holds a position on the School Finance Board committee and oversees the Assistant Treasurer.

Treasurer _____

Committee Chair Positions:

Assistant Treasurer (1) - works with the Treasurer to properly prepare bank deposit batches for the Hot Lunch program and works with the Hot Lunch Chairs to track ordering via a spreadsheet.

Assistant Treasurer _____

Family Envelope Chair (1) - organizes volunteers to assist with stuffing the monthly Family Envelope.

Family Envelope Chair _____

Gazette Assistant (1) - assists the Gazette Publisher in producing the monthly Gazette, duties may include proofreading, photocopying and developing articles for inclusion in the monthly newsletter.

Gazette Assistant _____

Hospitality (2) - coordinates the Faculty Conference Dinner, the Faculty Christmas Luncheon and the Faculty Appreciation Luncheon, coordinates the refreshments for the Parent Guild General Meetings.

Hospitality Chairs _____

Hot Lunch Chairs (1-2) - organize all aspects of the weekly Hot Lunch Program, including the coordination of food and volunteers.

Hot Lunch Chairs _____

Innisbrook Chairs (2) - coordinates the Innisbrook fundraiser and enlists a committee of volunteers to handle all aspects of the event (duties take place from September through November).

Innisbrook Chairs _____

Jog-A-Thon Chairs (2) - coordinates the Jog-A-Thon and enlists a committee of volunteers to handle all aspects of the event (usually takes place in March or April).

Jog-A-Thon Chairs _____

Parent Retreat Chairs (2) - coordinates all aspects of the Parent Guild Retreat.

Retreat Chairs _____

School Picnic Chairs (2) - plans and coordinates volunteers to host the annual school picnic in mid-September.

School Picnic Chairs _____

Shoebox Science Chair (1) - coordinates all aspects of the Shoebox Science Program, organizes a volunteer group (if necessary) to purchase supplies and restock existing Shoebox Science Kits.

Shoebox Science Chair _____

Talent Show (2) - organizes and coordinates with the faculty, students and volunteers to host the Talent Show.

Talent Show Chair _____

Trading Post (1) - maintains, publicizes, and makes available the inventory of used school uniforms.

Trading Post Chair _____

Welcoming Committee Chair (1) - organizes communication to new families and pairs them with existing families to enable a smooth transition to Holy Family School, coordinates with the Historian and President for the Welcome Back reception.

Welcoming Committee Chair _____

Yearbook Chairs (2) - organizes and assists Yearbook staff in preparing the Yearbook.

Yearbook Chairs _____

Spirituality Assistant (1) - helps prepare monthly lesson plans for the Spirituality Program and researches local philanthropies.

Spirituality Assistant _____

Classroom Positions:

Room Parents (1 head Room Parent per grade level)

Room parents work with the teachers to assist with numerous events such as classroom parties, field trips, morning drop-off, continental breakfasts, etc. Room parents also act as communicators of school information, including information distributed via e-mail.

*Please submit your name in anticipation of your child's advancement to the next class.

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Spirituality Volunteers (2 coordinators per grade level) Spirituality Volunteers attend 2 training in-services in October and January and teach one classroom lesson per month. They also assist with the class retreat.

*Please submit your name in anticipation of your child's advancement to the next class.

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Meet the Masters Docents (4 docents per grade level) Meet the Masters docents are committed to attend one in-service and one art activity with the class per month. Participation as a docent provides the ability to earn a minimum of 28 school service hours, while enjoying the classroom experience with your child.

*Please submit your name in anticipation of your child's advancement to the next class.

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Hot Lunch Team Leaders (5 Team Leaders)

A Hot Lunch Team Leader will be responsible for organizing parent volunteers as well as working five Hot Lunch Wednesdays for about two hours per Hot Lunch.

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