

**St. Ignatius Parent Club Board  
Nominations 2011-2012 – Show of Interest Form**

We are seeking volunteers for the following St. Ignatius Parent Club Board positions for next year. The activities and meetings for these positions usually start in July and continue through May/June. Please review the positions and brief descriptions, and submit your interest in filling any of these positions. *(Note: some positions \*require a certain financial background)*

**This is a great way to be involved and informed about the many activities associated with St. Ignatius School. It is also a great way to fulfill your parent contract hours commitment.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

***Please check the Parent Club Board position(s) in which you would be willing to serve (Positions are nominated)***

Comments:

\_\_\_\_\_

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Type of Position	"X"	Parent Club Board Position
<b>Executive Committee:</b>		Vice-President
		Treasurer (Elect)*
		Recording Secretary
		Corresponding Secretary
<b>Committee Chairs:</b>		Campus & Facilities
		Communications
		Head Room Parent
		Friends of the Library
		Fundraising Coordinator
		Health
		Hospitality
		Historian
		New Family Advisor
		Parent Contract Hours
		Scrip
		Spiritual Liaison
		Uniform Exchange
	Volunteer Coordinator	

***Please check the Event Position(s) you would be willing to serve as (positions are appointed):***

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

"X"	Fundraising/Event	Please indicate level desired	
	Amazing Grapes	<input type="checkbox"/> Co-Chair	<input type="checkbox"/> Committee
	Breakfast with Santa	<input type="checkbox"/> Co-Chair	<input type="checkbox"/> Committee
	Fall Dance	<input type="checkbox"/> Co-Chair	<input type="checkbox"/> Committee
	Fall Carnival	<input type="checkbox"/> Co-Chair	<input type="checkbox"/> Committee
	Gala & Auction	<input type="checkbox"/> Co-Chair	<input type="checkbox"/> Committee
	Gift Wrap	<input type="checkbox"/> Co-Chair	<input type="checkbox"/> Committee
	Holy Strokes	<input type="checkbox"/> Co-Chair	<input type="checkbox"/> Committee
	Lenten Fish Fry	<input type="checkbox"/> Co-Chair	<input type="checkbox"/> Committee
	Rummage Sale	<input type="checkbox"/> Co-Chair	<input type="checkbox"/> Committee
	Small Fundraisers	<input type="checkbox"/> Co-Chair	<input type="checkbox"/> Committee

Please indicate your interest by submitting this form to the school office or emailing Flo Kahn at [flo.kahn@bms.com](mailto:flo.kahn@bms.com)

**Deadline: Friday, February 25<sup>th</sup>, 2011**

**St. Ignatius Parent Club Board**  
**Job Descriptions for 2011-2012 Nominations**

Position (No. Positions)	Description
<i>Executive Committee</i>	
President (1)	Chairperson of the Parent Club Board. Facilitates monthly board meetings. Acts as liaison between Parent Club and Principal of School. Leads executive committee in preparing preliminary budget and scheduling of Parent Club events.
Vice-President (1) (President-Elect)	Serves on behalf of the president if the president becomes unable to serve. Arranges for September dinner, attends monthly Advisory Council meetings, and chairs nominations committee; prepares to be President.
Treasurer (1)	Manages the finances of the Parent Club Board.
Treasurer Elect (1)	Assists the treasurer and prepares to be the treasurer the following year.
Recording Secretary (1)	Records minutes and motions for the Parent Club Board meetings.
Corresponding Secretary (1)	Maintains correspondence and purchases gifts on behalf of the Parent Club Board.
<i>Committee Chairs</i>	
At-Large Member (2)	Works with President/officers, as requested, special projects; fill vacancies; provide advice as requested
Campus & Facilities (2) (fka "Gardening")	Coordinates campus and facility needs, responsible for organizing campus" work days" as needed, oversees garden upkeep and seasonal changes
Communications (2)	Coordinates communication from Parent Club to school and local community, assists fundraiser chairs with communication needs, works with school personnel to assess/improve communication to school families, represents Parent Club on Advisory Council's Communications Committee
Head Room Parents (2)	Coordinates classroom parents, serves as a resource for classroom activities, recruits room parents, as needed, coordinates class auction projects.
Friends of the Library (2)	Promotes support of school Library and book donation campaigns
Fundraising Coordinator (3)	Coordinates fundraising activities between all fundraisers. Assists with recording purchases and In-Kind donations. Coordinates Family Fundraising Credit tracking and receipts to donors (Excel Spreadsheet knowledge req'd).
Health (2)	Works with school nurse for health programs including head lice checks, and vision and hearing screening.
Hospitality (3)	Coordinates refreshment needs at Parent Club meetings and functions.
Historian (2)	Chronicles various school activities/events by collecting photographs, information, etc.
New Family Advisor (2)	Coordinate welcome activities and orientations for new families, coordinate provision of information and materials, coordinate the new family buddy program; assists new SI families transition into our school community.
Parent Contract Hours (2)	Responsible for organizing and logging parent hours.
Scrip (4)	Responsible for working with the School in managing the Scrip fundraising program (Sales & Inventory, Finance, Communications, Events Coordinator)
Spiritual Liaison (1)	Encourages the spiritual growth and development of the families of St. Ignatius School through information and activities.
<i>Uniform Exchange</i> (2)	Organizes and makes used uniforms available to families.
<i>Volunteer Coordinator</i> (2)	Compiles volunteer data from registration packets and assists event coordinators with volunteer staffing.
<i>Fundraising/Event Positions</i>	
Amazing Grapes (2)	Organizes wine and food tasting event; Fall
Breakfast with Santa (2)	Organizes breakfast and Christmas activities; December
Fall Dance (2)	Organizes Halloween dinner-dance; October
Fall Carnival (2)	Co-organizes with parish a fall carnival/car show; Fall
Gala & Auction (2)	Organizes dinner-dance and auction; Jan-March
Gift Wrap (2)	Organizes gift wrap fundraiser; Fall
Holy Strokes (2)	Organizes Golf Tournament; May
Lenten Fish-Fry (2)	Organizes Fish Dinner; Lent
Rummage Sale (2)	Organizes rummage sale; alternating years only; times vary
Small Fundraisers (1)	Organizes See's Candy, Entertainment Book Sales, etc.

## **St. Ignatius Parent Club Board General Requirements**

- Term**
- President serves 1 year (plus 1 year as Vice President and 1 year as Immediate Past President)
  - Vice President serves 1 year (plus 1 year as President and 1 year as Immediate Past President)
  - Other officers serve 1 year and can be renewed no more than 1 additional year
  - Standing committee co-chairs serve 2 years, alternating terms (one first-year person, one second-year person) and can be renewed
  - Fundraiser or Event co-chairs serve 1 year and can be renewed

- Basic Requirements**
- Good interpersonal skills
  - Good organizational skills
  - Good communication skills
  - Ability to maintain accurate records
  - Ability to attend monthly meetings
  - Officers must have ability to attend Executive Committee meetings
  - Vice President must have ability to plan and attend Nominating Committee meeting(s) and Advisory Council meetings
  - Treasurer must have ability to plan and attend Budget Committee meeting(s)

- Basic Time Commitment**
- 2 hours per month to prepare for and attend Parent Club Board meetings
  - 1 hour to review Job Description and suggest any changes
  - 1-2 hours to prepare annual Committee Plan or Event Plan
  - 1-2 hours to prepare annual Committee Report or Event Report
  - Additional hours depending upon office or position

- Responsibilities**
- Review and maintain Committee Records
  - Prepare for and attend monthly Board meetings
  - Prepare for and attend annual Parent Club General Membership Meeting immediately prior to Back-to-School Night
  - Recruit and train committee members as necessary
  - Hold committee meetings as necessary
  - Publicize committee events and activities as necessary
  - Prepare and submit annual Committee Plan
  - Plan committee budget for following year
  - Prepare and submit annual Committee Report
  - Submit timely expense reimbursement forms with receipts
  - Maintain accurate records of committee actions and expenses

- Budget**
- As provided in Annual Parent Club Budget.
  - Deviations from the approved Annual Budget (income and expenses) must be approved in advance by the Executive Committee.
  - Suggested increases to annual budgeted amount must be presented and justified for inclusion in Annual Budget

- Parent Hours**
- All hours volunteered on Parent Club Board are counted towards required Parent Hours