

**St. Ignatius Parent Club Board
Nominations for 2017-2018
Show of Interest Form**

The St. Ignatius Parent Club Board is seeking volunteers to fill positions for the 2017-2018 academic year. Please review the positions and brief descriptions, and indicate on this form your interest in working on the SI Parent Club Board. This is a great way to be involved and fulfill your annual parent contract hours commitment.

Name: _____ E-mail: _____

- I am currently serving on the 2016-17 Parent Club Board as: _____
- Yes, I am willing to serve in my current position for the 2017-18 School Year.
- No, I am not interested in serving on the 2017-18 Parent Club Board.

I am interested in serving on the 2017-18 Parent Club Board in the following position(s):

Type of Position	"X"	Parent Club Board Position
Executive Committee:		Vice President
		Treasurer (Elect)
		Recording Secretary
		Corresponding Secretary
		Campus & Facilities
Committee Chairs:		Communications
		School Website – Parent Club Section
		Head Room Parent
		Friends of the Library
		Fundraising Coordinator
		Health
		Hospitality
		Photographer
		New Family Advisor
		Parent Contract Hours
		Gift Card Program
		Small Donations Coordinator(s)
		Parish Liaison
		Uniform Exchange
	Volunteer Coordinator	
Fundraising Chairs:		Parent Club Sponsorship Coordinator
		Amazing Grapes (2)
		Breakfast with Santa (2)
		Spooktacular (2)
		Gala & Auction (2)
		Spirit Day & Raffle (2)
	See's Candy (2)	

Please return this form to the school office by: Friday, March 24th. Your child will earn a free dress pass. Thank you!

St. Ignatius Parent Club Board

If you have any questions, please contact Heather Reeves, hhreeves@outlook.com with questions.

Job Descriptions for 2017-2018 Nominations

Position (No. Positions)	Description
<i>Executive Committee</i>	
Vice President (1)	Assists in planning annual Parent Club activities and developing annual budget. Attends Parent Club and Advisory Council meetings.
Treasurer (1)	Manages the finances of the Parent Club Board. Must have financial background.
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.
Campus & Facilities (2)	Coordinates campus and facility needs, responsible for organizing campus "work days" as needed, oversees garden upkeep and seasonal changes.
<i>Committee Chairs</i>	
Communications (1)	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, and represents Parent Club on Advisory Council's Communications Committee.
School Website – Parent Club Section	Coordinates communication with faculty at the school and posts information for Parent Club to the school website.
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.
Photographer (2)	Takes photographs at various school activities/events for posting to the school website.
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.
Gift Card Program (4)	Responsible for working with the School in managing the Gift Card Program fundraising program (Sales & Inventory, Finance, Communications, Events Coordinator).
Small Donation Coordinator(s)	Coordinates and tracks donations of small dollar value items (\$200 or less) to be used for Amazing Grapes and Gala and other Parent Club fundraisers, i.e. gift cards from local area businesses.
Parish Liaison (1)	Leads Parent Club meetings in prayer and is the liaison to the parish.
Uniform Exchange (2)	Organizes and makes used uniforms available to families.
Volunteer Coordinator (2)	Compiles volunteer data from registration packets and assists event coordinators with volunteer staffing.
Parent Club Sponsorship Coordinator (2)	Promote and Coordinate the Parent Club Sponsorship Program and ensure all requirements are met.
<i>Proposed Fundraising/Event Positions</i>	
Amazing Grapes (2)	Organizes wine and food tasting event; Fall
Spooktacular (2)	Organizes Halloween dinner-dance; October
Breakfast with Santa (2)	Organizes breakfast and Christmas activities; December
Gala & Auction (2)	Organizes dinner-dance and auction; Jan-March
Spirit Day & Raffle (2)	Organizes Spirit day and cash raffle; April-May
See's Candy (2)	Organizes See's Candy Sales during Christmas and Spring

*General requirements for prospective St. Ignatius Parent Club Board - Executive Committee members is posted on the SI website – Parent Club page.

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 2 years (plus 1 year as President and 1 year as Immediate Past President) – beginning 2014-15 this will be a two person position, with the VP that has served 2 years becoming 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; ideally has some fundraising experience from Parent Club events.
 - 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

