

# **PARENT CLUB OF OUR LADY OF THE ELMS HIGH SCHOOL AND MIDDLE SCHOOL EXECUTIVE JOB DESCRIPTIONS**

## **President**

- Create Budget with Treasurer
- Set Parent Club calendar with High School Principal
- Create Fall mailing, welcome letter, list officers and contact info, membership form, volunteer form
- Attend and Lead Executive Board Meetings
- Write news articles for Principal's newsletters
- Communicate with Principal meeting agenda prior to meeting, concerns, etc.
- Update Parent Club section of the Elms website
- Organize Meet the Teacher Night / General Meeting
- Contact all hospitality chairs with necessary information and volunteers
- Coordinate the Opening Breakfast for Teachers hospitality
- Coordinate the Senior Scholarship committee
- Coordinate hospitality events that do not have a chair

## **President-elect**

- Collect membership forms and create master list
- Collect volunteer forms and create master list
- Prayer for Meet the Teacher Night
- Distribute Out of Uniform passes at Meet the Teacher Night
- Collect new memberships at Meet the Teacher Night
- Attend and report on Coalition meetings (student government)
- Attend Executive Board Meetings or provide a written report to the secretary
- Attend Meet the Teacher Night
- Coordinate New Student Orientation for 9<sup>th</sup> grade reception

## **Past President**

- Chair Nominating Committee
- Chair Fundraising Committee
- Attend Executive Board Meetings or provide a written report to the secretary
- Attend Meet the Teacher Night
- Coordinate Meet the Teacher Night hospitality

## **Treasurer**

- Create Budget with President
- Record Expenses and Income
- Reconcile account with Elms business office
- Make deposits and approve expenditures
- Request Receipts for Reimbursements
- Keep track of scholarship and endowment funds
- Organize and administer Christmas donations for teachers
- Attend Executive Board Meetings
- Attend Meet the Teacher Night
- Coordinate at least one hospitality event

**Secretary**

- Take minutes for all meetings
- Distribute minutes after meetings for corrections
- Send email reminders for all meetings, 10 days prior
- Handle communications for the Executive Board
- Attend Executive Board Meetings
- Attend Meet the Teacher Night
- Coordinate at least one hospitality event

**12<sup>th</sup> Grade Representative**

- Attend Executive Board Meetings or provide a written report to the secretary
- Attend Meet the Teacher Night
- Coordinate Student Exam breakfasts for Seniors
- Communicate with parents at least 3 times a year via email

**11<sup>th</sup> Grade Representative**

- Attend Executive Board Meetings or provide a written report to the secretary
- Attend Meet the Teacher Night
- Coordinate fall Teacher Conference Dinner
- Communicate with parents at least 3 times a year via email

**10<sup>th</sup> grade Representative**

- Attend Executive Board Meetings or provide a written report to the secretary
- Attend Meet the Teacher Night
- Coordinate the Freshman Blessing reception
- Communicate with parents at least 3 times a year via email

**9<sup>th</sup> grade Representative**

- Attend Executive Board Meetings or provide a written report to the secretary
- Attend Meet the Teacher Night
- Coordinate Freshman Registration hospitality
- Communicate with parents at least 3 times a year via email

**8<sup>th</sup> grade Representative**

- Attend Executive Board Meetings or provide a written report to the secretary
- Attend Meet the Teacher Night
- Coordinate New Student Orientation for 7<sup>th</sup> and 8<sup>th</sup> grades reception
- Organize 8<sup>th</sup> grade graduation event with Committee and Middle School Director
- Communicate with parents at least 3 times a year via email

**7<sup>th</sup> grade Representative**

- Attend Executive Board Meetings or provide a written report to the secretary
- Attend Meet the Teacher Night
- Coordinate one of the Open House hospitality
- Recruit volunteers to Set up / Serve / Clean up 8<sup>th</sup> grade graduation event
- Communicate with parents at least 3 times a year via email

Can be revised by the Executive Board

Approved by the Board on: March 15, 2012