

# **Job Descriptions for Associate Board Positions**

## **1. Mentoring Committee Chair –**

The chairperson for the Mentoring Committee is responsible for working with the Mentoring Committee to welcome all new families and provide them with information they need to acquaint them with the school and its programs. These responsibilities include:

- Obtaining the list of new students entering in the next school year;
- Matching each new family with a veteran family who, if possible, will have a student in the new child's class;
- Organize a meeting place for families that are matched up together to meet during the "Sneak Peek". At that time, the families can go over routine, procedures and to answer any questions the new family may have.
- Organizing a Social before, or shortly after, the beginning of the school year in which the families can meet;
- Working with the school office to match up any new students who enter during the school year;
- Attend monthly PSO meetings to report status and represent issues as needed;
- And such other responsibilities as shall be requested by the Principal or PSO president from time to time.

## **2. Social Committee Chair –**

The chairperson of the Social Committee is responsible for working with the different social committees for various events to:

- Coordinate various social functions;
- Coordinate the provision and serving of refreshments at various PSO sponsored events;
- Attend monthly PSO meetings to report status and represent issues needed:
- And perform such other responsibilities as shall be requested by the Principal or PSO President from time to time;

## **3. Publicity Committee Chair –**

The chairperson of the Publicity Committee is responsible for working with the publicity committee to:

- Publicize PSO sponsored programs, socials, and school events in local newspapers;
- Write school updates for church bulletin;
- Attend monthly PSO meetings to report status and represent issues as needed;
- And perform such other responsibilities as shall be requested by the Principal or PSO president from time to time.

#### **4. Fun Lunch Program Coordinator-**

The Fun Lunch Program Coordinator is responsible for coordinating all aspects of the Fun Lunch Program, including:

- Contacting vendors to obtain menus and pricing;
- Developing meal schedules and pricing;
- Formatting, copying and distributing the menus to students and teachers;
- collecting menus and payment;
- On a weekly basis, placing the order with that week's vendor;
- Soliciting volunteers to work fun lunch;
- Recording orders and handing payment over to the PSO Treasurer in a timely manner for deposit. The PSO Treasurer will leave checks for vendors in the school office safe;
- Coordinating Fun Lunch on Fridays during lent;
- Attending monthly PSO meetings to report status and represent issues as needed;
- And such other responsibilities as shall be requested by the Principal or PSO president from time to time.

## **5. CARE Team Chair**

The chairperson for the CARE Team is responsible for working with the CARE Team Committee to address concerns of a family nature on an individual basis including:

-working with the school office to extend PSO sympathy and/or volunteer services (e.g. meals) in the event of a family emergency, including by not limited to:

- death of an immediate family member;
- surgery or sickness;
- extended hospital stay

-working with the school office to extend congratulations to families during times of celebrations (e.g. gift of Holy Trinity onesie for the birth of a school family's baby.)

-attend monthly PSO meetings to report status and represent issues as needed;

-and other such responsibilities as shall be requested by the Principal or PSO President from time to time.

## **6. Market Day Coordinator**

The chairperson for Market Day is responsible for all aspects of the Market Day program, including:

- Distribute Market Day order forms;
- Collect and enter Market Day paper orders;
- Place reminder phone calls for pick up;
- Run all duties of sale day pick up;
- Make arrangements with the no-show customers for them to get their Market Day order;

- Collect payments from late/no-show orders;
- Get Market Day check to PSO Treasurer;
- Be in charge of publicity and marketing for the Market Day sales;
- Recruit volunteers to help with Market Day;
- Work with Market Day sales representative and Market Day territory manager;
- Attending monthly PSO meetings to report status and represent issues as needed;
- And such other responsibilities as shall be requested by the Principal or PSO President from time to time.

## **7. Teacher Appreciation Committee**

The Teacher Appreciation Committee is responsible for acts of appreciation for Holy Trinity Teachers and staff, including:

- Arranging a small token or act each month to show our appreciation to the staff;
- Arranging dinner for the staff on the night of parent teacher conferences and a continental breakfast on the morning of conferences twice a year;
- Coordinating lunch for the staff one day during Catholic School's Week in January;
- Attend monthly PSO meetings to report status and represent issues as needed;

- And such other responsibilities as shall be requested by the Principal or PSO President from time to time.
- Monitor updates on teacher wish lists

## **8. Uniform Committee**

The Uniform Chairperson will be responsible for handling all aspects of the uniform regarding, design, resale and enforcement, including:

- Preparing for the used uniform sale that is held twice yearly (August and January) including clearing the dates with the church office to ensure that Holy Family Hall is available;
- Collecting donated uniforms checking the condition of the clothes, and storing them in the school in a place to be determined by the principal;
- Notifying the church office two weeks prior to sales to put notice of resale in the bulletin;
- Promptly turn monies collected to PSO Treasurer for deposit;
- Keep up with current uniform codes and discuss any issues with the principal;
- Be available to discuss uniform changes and have input on any changes made;
- Attend monthly PSO meetings to report status and represent issues as needed;
- And such other responsibilities as shall be requested by the Principal or the PSO President from time to time.

