

## **Dunlap Valley Middle School Parents' Club Leadership Position Job Descriptions**

### **EXECUTIVE BOARD**

Members of the executive board are required to attend a majority of the monthly board meetings.

**President-** The President presides over Executive Board meetings, gives the club report at General Membership meetings, and speaks on behalf of the Parents' Club at 6<sup>th</sup> Grade Orientation. He or she communicates with the Principal, School Secretary, and Committee Chairpersons to ensure leaders understand the needs and requests of the school and are able to complete their duties as effectively and efficiently as possible.

**Vice President-** The Vice President is responsible for communication with the General Membership. He or she sends email notices to the members and teachers prior to each meeting. The Vice President also coordinates the Honors Breakfast in May. In the absence of the President, the Vice President assumes the responsibility for conducting the Executive Board meetings.

**Secretary-** The Secretary attends and takes the minutes of all Executive Board meetings, transcribes them, and delivers them to the appropriate people for distribution and posting.

**Treasurer-** The Treasurer is responsible for all Parents' Club disbursements and accounting for these disbursements per District 323 regulations. He or she will prepare a report for each month's Executive Board meeting detailing all income and expenses for the previous month. The Treasurer is also responsible for the annual budget.

### **STANDING COMMITTEE CHAIRPERSONS**

Committee Chairpersons are strongly encouraged, but not required, to attend monthly Executive Board meetings. Chairpersons must submit reports to the board as needed or requested. Committee members are assigned based on the interest forms distributed in Registration Packets each year.

**Fundraising-** The chair of the Fundraiser is responsible for all communication with the school administration, appropriate vendors, parents, and the Treasurer regarding the annual fall fundraiser. A minimum of three people will be assigned to the Fundraising committee to assist with these duties. DVMS has only one fundraiser per year.

**Concessions Buyer/Coordinator-** This role is best filled by at least two people. They will be responsible for stocking and scheduling staffing for the concessions stand for all sports and activities that use it. Currently this is Baseball, Boys and Girls Basketball and Volleyball.

**Hospitality-** This chairperson is in charge of recruiting volunteers and supplying refreshments for a variety of school and Parents' Club activities. These activities include, but are not limited to: Back to School Night, school dances, the Book Fair, and the Science Fair.

**Staff Appreciation-** The chair of Staff Appreciation and the committee plans and organizes teacher treats and luncheons throughout the year and the activities for Teacher Appreciation Week in May. This committee is also responsible for all teacher gifts (birthday, baby, wedding, bereavement).

## **OTHER LEADERSHIP POSITIONS**

The following positions are task-oriented and do not have a committee. Attendance at monthly Executive Board meetings is strongly encouraged but not required. Leaders must submit reports to the board as needed or requested.

**Music Liaison-** The Music Liaison is the link between the Band, Chorus, and Orchestra teachers and the Parents' Club. The liaison provides updates on music activities at DVMS and helps to recruit volunteers for the weeklong music thematic unit in the spring semester. Typically, the parent of a music student fills this position.

**Activities/Athletics Liaison-** This position is new for 2012, and is intended to provide a link between the coaches and sponsors of DVMS' extracurricular activities and the Parents' Club. The liaison will provide updates and bring requests from the various activities. This person will also work with the Concessions committee when needed to facilitate communication regarding the volunteer needs for Concessions.

**Spirit Wear-** The Spirit Wear Coordinator works with a vendor to provide DVMS and Dunlap apparel and products at least once per semester. The 8<sup>th</sup> grade t-shirts are also handled by this volunteer.

**Student Recognition-** Student Recognition provides small awards throughout the year to be presented to individuals and teams at DVMS that have achieved an exceptional level of accomplishment. Awards are delivered to the school to be presented by a member of the DVMS Administration.

**Recycling/Box Tops-** This volunteer periodically checks the cartridge recycling bin and Box Tops box in the DVMS Office and submits them to the appropriate vendor for redemption. This involves scheduling a pick-up for cartridges and bundling and submitting Box Tops.

**Directory-** This volunteer works closely with the representatives from DGS and Ridgeview to produce our combined School Directory. This primarily consists of the actual production and distribution of the directory in September, but also includes some planning duties in the spring semester for the upcoming school year.

ADDITIONAL LEADERSHIP POSITIONS MAY BE ESTABLISHED AS NEEDED THROUGHOUT THE COURSE OF THE SCHOOL YEAR. PLEASE INDICATE YOUR INTEREST IN BEING CONTACTED ABOUT SUCH POSITIONS ON YOUR VOLUNTEER INTEREST FORM.